FILE
★ OCT 16 1936
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 29, 1913.

Memorandum No. 25.

Rules for handling Financial Statements.

The following procedure shall be followed in handling financial statements for the information of the Secretary or for the Congress:

1. The estimates of appropriations submitted by the several bureaus, divisions, offices and boards shall be assembled in the office of the Assistant Secretary for approval by the Secretary of Agriculture and transmittal to the Secretary of the Treasury.

2. The Statement of Expenditures required by the act of March 3, 1885 (23 Stat., 356) shall be prepared by the Disbursing Clerk.

3. Each bureau, division, office and board shall furnish all information therein needed for the Travel Report required by the act of May 22, 1908 (35 Stat., 244), which will be made up in the office of the Assistant Secretary.

4. Other financial statements called for by the Congress from time to time shall be handled through the office of the Assistant Secretary.

5. A copy of each of the monthly statements prepared by the several bureaus, divisions, offices and boards showing particularly, under each sub-appropriation, the size of the appropriation, the total liabilities to date, the available balance as of the next day, the total allotment to the end of the next quarter and the available balance under the same, and an analysis of the liabilities under salaries, expenditure authorizations, purchase orders, contracts and leases, shall be filed with the Assistant Secretary.

6. At the end of each fiscal year there shall be filed in the office of the Assistant Secretary a financial statement showing the cost of each important project in each of the bureaus, independent divisions, independent offices and independent boards, with an analysis of the total expenditures and the unit cost for specific items so far as this can be determined.

R. Fallon

Acting Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

May 29th, 1913.

Memorandum to the Assistant Secretary Regarding the Use or Discontinuance of Accounting Forms Prescribed by the President's Commission on Economy and Efficiency and Approved by the Comptroller of Treasury May 27, 1912.

With a view to securing economy and efficiency in the accounting service of the various bureaus, divisions and offices of this Department; to expedite the purchase of supplies or services and the settlement of accounts, and to simplify the system of financial records, it is recommended that on and after July 1, 1913, the set of forms devised by the President's Commission on Economy and Efficiency, and approved by the Comptroller of the Treasury on May 27, 1912, be modified or discontinued as noted below:

Form No. 5. Public voucher for purchases and services other than personal.
Retain in present form

Form No. 10. Stores requisition: requisitioner's copy.
Discontinue and substitute a memorandum form of request by requisitioner. Form of memorandum request for supplies should provide a place for the signature of the requisitioner acnowledging receipt of the supplies when delivered.

Form 10a. Stores requisition: storekeeper's copy.
Retain for use of Bureau Property Clerk in obtaining supplies from the Department storekeeper. To be filed with Department Storekeeper as his receipt for supplies furnished. Omit printed paragraph of instructions at top. Bureau Property Clerk wili note on requisitioner's memorandum request the items obtained from Department Storekeeper.

Form No. 10b. Stores requisition: Central Accounting Office copy.
Discontinue as unnecessary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY

May 29th, 1913.

Memorandum to the Assistant Secretary Regarding the Use or Discontinuance of Accounting Forms Prescribed by the President's Commission on Economy and Efficiency and Approved by the Comptroller of Treasury May 27, 1913.

With a view to securing economy and efficiency in the accounting service of the various bureaus, divisions and offices of this Department; to expedite the purchase of supplies or services and the settlement of accounts, and to simplify the system of financial records, it is recommended that on and after July 1, 1913, the set of forms devised by the President's Commission on Economy and Efficiency, and approved by the Comptroller of the Treasury on May 27, 1913, be modified or discontinued as noted below:

Form No. 5. Public voucher for purchases and services other than personal.
Retain in present form

Form No. 10. Stores requisition: requisitioner's copy.
Discontinue and substitute a memorandum form of request by requisitioner. Form of memorandum request for supplies should provide a place for the signature of the requisitioner acknowledging receipt of the supplies when delivered.

Form 10a. Stores requisition: storekeeper's copy.
Retain for use of Bureau Property Clerk in obtaining supplies from the Department storekeeper. To be filed with Department Storekeeper as his receipt for supplies furnished. Omit printed paragraph of instructions at top. Bureau Property Clerk will note on requisitioner's memorandum request the items obtained from Department Storekeeper.

Form No. 10b. Stores requisition: Central Accounting Office copy.
Discontinue as unnecessary.

Form 10c Bureau accounting office copy.
Discontinue as unnecessary.

Form 11. Purchase requisition: requisitioner's copy.
Discontinue as unnecessary, the requisioner's memorandum form of request answering for both stores and purchase orders.

Form 11a. Purchase requisition: purchasing agent's copy.
Discontinue as unnecessary.

Form 12. Purchase order: purchasing agent's copy.
Discontinue as unnecessary.

Form 12a Purchase order: vendor's copy.
Retain as form of requisition upon dealers.

Form 12b. Purchase order: central accounting office copy.
Discontinue as unnecessary.

Form 12c. Purchase order: bureau accounting office copy.
Retain for bureau liability records and auditing.

Form 12d. Purchase order: requisitioner's copy
Retain for records of bureau property clerk.
Note: Extra carbon copy of purchase orders for contract items for General Supply Committee can be made on plain paper.

Form 13. Delivery invoice.
Discontinue as unnecessary.

Form 26. Schedule of delivery invoices (when invoice is made on Government stationery).
Discontinue as unnecessary.

Form 27. Schedule of delivery invoices (when invoice is not made on Government stationery).
Discontinue as unnecessary.

Form 28. Schedule of public vouchers.
Discontinue and use memorandum form for transmittal of vouchers to Disbursing Clerk for payment, showing appropriation, name of payee, and amount.

Form 29. Schedule of pay-rolls and pay vouchers.
Discontinue and use memorandum form of transmittal as in case of Form 28.

Form 30. Schedule of reimbursement vouchers.
Discontinue and use memorandum form of transmittal as in case of Form 28.

Form 10c Bureau accounting office copy.
Discontinue as unnecessary.

Form 11. Purchase requisition: requisitioner's copy.
Discontinue as unnecessary, the requisitioner's memorandum form of request answering for both stores and purchase orders.

Form 11a. Purchase requisition: purchasing agent's copy.
Discontinue as unnecessary.

Form 12. Purchase order: purchasing agent's copy.
Discontinue as unnecessary.

Form 12a Purchase order: vendor's copy.
Retain as form of requisition upon dealers.

Form 12b. Purchase order: central accounting office copy.
Discontinue as unnecessary.

Form 12c. Purchase order: bureau accounting office copy.
Retain for bureau liability records and auditing.

Form 12d. Purchase order: requisitioner's copy
Retain for records of bureau property clerk.
Note: Extra carbon copy of purchase orders for contract items for General Supply Committee can be made on plain paper.

Form 13. Delivery invoice.
Discontinue as unnecessary.

Form 26. Schedule of delivery invoices (when invoice is made on Government stationery).
Discontinue as unnecessary.

Form 27. Schedule of delivery invoices (when invoice is not made on Government stationery).
Discontinue as unnecessary.

Form 28. Schedule of public vouchers.
Discontinue and use memorandum form for transmittal of vouchers to Disbursing Clerk for payment, showing appropriation, name of payee, and amount.

Form 29. Schedule of pay-rolls and pay vouchers.
Discontinue and use memorandum form of transmittal as in case of Form 28.

Form 30. Schedule of reimbursement vouchers.
Discontinue and use memorandum form of transmittal as in case of Form 28.

Form 31. Schedule of estimated amounts required for salaries and wages.
Discontinue as unnecessary, the record of liabilities to be kept exclusively in the various bureaus, divisions, and offices.

Form 34. Register of allotments (allotments of appropriation).

Form 34a. Register of allotments (appropriations).
Discontinue as unnecessary.

Form 36. Register of contracts.
Discontinue as unnecessary.

Form 37. Register of leases.
Discontinue as unnecessary.

Form 38 Register of purchase orders.
Discontinue as umnecessary.

Form 39. Register of expenditure authorizations.
Discontinue as unnecessary.

Form 40. Register of cash receipts.
Discontinue and substitute informal memorandum of transmittal to Disbursing Office, showing source of receipt, date, appropriation to which to be credited, and other essential facts.

Form 42. Register of adjustments.
Discontinue as unnecessary.

Form 50. Appropriation ledger -- statutory salaries.
Discontinue as unnecessary because a record of statutory salaries is already kept in various bureaus of the Department and in the office of the Disbursing Clerk.

Form 51. Appropriation ledger (vouchers).
Discontinue as unnecessary.

Form 51a. Appropriation ledger (encumbrances).
Discontinue as unnecessary.

Form 52. Contract ledger.
Discontinue, a record of all contracts to be kept in the bureaus in suitable form.

Form 53. Lease Ledger.
Discontinue as unnecessary.

Form 54. Expense ledger (account)
Discontinue as unnecessary, the information shown on this form to be kept on suitable records in the various bureaus.

Form 31. Schedule of estimated amounts required for salaries and wages.
Discontinue as unnecessary, the record of liabilities to be kept exclusively in the various bureaus, divisions, and offices.

Form 34. Register of allotments (allotments of appropriation).

Form 34a. Register of allotments (appropriations).
Discontinue as unnecessary.

Form 36. Register of contracts.
Discontinue as unnecessary.

Form 37. Register of leases.
Discontinue as unnecessary.

Form 38 Register of purchase orders.
Discontinue as unnecessary.

Form 39. Register of expenditure authorizations.
Discontinue as unnecessary.

Form 40. Register of cash receipts.
Discontinue and substitute informal memorandum of transmittal to Disbursing Office, showing source of receipt, date, appropriation to which to be credited, and other essential facts.

Form 42. Register of adjustments.
Discontinue as unnecessary.

Form 50. Appropriation ledger -- statutory salaries.
Discontinue as unnecessary because a record of statutory salaries is already kept in various bureaus of the Department and in the office of the Disbursing Clerk.

Form 51. Appropriation ledger (vouchers).
Discontinue as unnecessary.

Form 51a. Appropriation ledger (encumbrances).
Discontinue as unnecessary.

Form 52. Contract ledger.
Discontinue, a record of all contracts to be kept in the bureaus in suitable form.

Form 53. Lease ledger.
Discontinue as unnecessary.

Form 54. Expense ledger (account)
Discontinue as unnecessary, the information shown on this form to be kept on suitable records in the various bureaus.

Form 54a. Expense ledger (accounts, contingencies, and losses, fixed charges, miscellaneous).
Discontinue as unnecessary.

Form 54b. Expense ledger (account, capital outlays).
Discontinue as unnecessary.

Form 55. Salary card.
Discontinue and substitute a modified form for use in bureaus.

Form 55a. Passenger transportation requests (on back of salary card).
Discontinue, this information to be shown by bureau records.

Form 56. Advice from bureau of encumbrance adjustments.
Discontinue as unnecessary.

Form 59. Trial balance.
Discontinue as unnecessary in bureau accounting.

Form 60 and 60a. Stores ledger.
Discontinue as unnecessary.

Form 61 and 61a. Recapitulation of stores issued.
Discontinue as unnecessary.

Form 62. Analysis of requisitions on storekeeper.
Discontinue as unnecessary.

Form 63. Stock card.
Modify for bureau use.

Form 64. Inventory of stores.
Retain for bureau use.

Form 66. Analysis of expenditures.
Discontinue as unnecessary.

Form 67. Summary of projects.
Discontinue and substitute bureau project statements.

Form 70a. Expenditure authorization card.
Discontinue and use form adapted to bureau needs.

The discontinuance of unnecessary forms as noted above will result in an enormous saving of time and clerical labor in the Department.

Approved to be effective July 1, 1913.

B. T. GALLOWAY,
Assistant Secretary.

MILTON WHITNEY
LEON M. ESTABROOK.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

May 27th, 1913.

FILED
★ OCT 16 1926 W

MEMORANDUM. No 26

Regarding the forms of Bureau accounts
and Project statements.

Hereafter each bureau, division and office in the Department of Agriculture will keep a uniform system of accounts and project statements to be kept and reported under the following heads:

Project statement
Salary -- Statutory
Lump fund, in Washington
out of Washington
Total
Travel, station and field expenses
Equipment
Apparatus, instruments and laboratory material
Stationery
Furniture
Rent
Telegraph, telephone and postage
Freight, express and drayage
Furnishing of heat, light, power and electricity
Forage and other supplies for animals when purchased in bulk.
Fuel
Miscellaneous -- supplies, services, etc. specified items not otherwise classified.
Total

In addition whenever any of the following expenses are incurred they will be recorded as project statements:

Subsistence and care of animals and storage and care of vehicles (service) when not reported as incidental to travel expense

Printing, engraving, lithographing and binding (service)
Advertising and publication of notices (service)
Mechanics', engineers' and electricians' supplies, furnace and foundry supplies.
Cleaning and toilet supplies
Structures and parts and non-structural improvements to land.
Land
Repayment of deposits
Educational and general welfare grants and contributions
Losses and contingencies

Each item of appropriation shall form a project or each important line of work under a single appropriation may form a project provided it is sufficiently definite and independent to justify an accurate separation and distribution of funds when accounts are paid. Sub-activities under a bureau project may be reported by the person in charge of a project in the form of an approximate cost of the several sub-activities. Thus on page 282 of the Statement of Expenditures 1911, the expenditures under the appropriation of $14,260.00 for Cotton and Truck Diseases should be itemized as above as a project and a statement furnished showing that it was expended approximately as follows:

Office and Laboratories	$3,092.00
Cotton diseases	2,382.07
Truck crop diseases	5,834.57
Forage crop diseases	696.33
Plant disease survey	1,624.40
Total expenditure	13,679.37
Balance	580.63
	$14,260.00

When work is more or less systematically done in a number of states, the amount of money spent for the work in each state should be shown in a statement. When field stations are maintained or food and drug inspection laboratories are maintained, these may well be treated as projects and the expenses chargeable to each be separately reported under the project

heads as above.

Under this system of account keeping the totals of each ledger account of the bureau when assembled gives the project sheets which are to be supported by project statements forming an appendix.

W. Feeney

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
OCT 16 1936 W
Please return to
the Secretary's File Room

June 6, 1913.

MEMORANDUM NO. 97.

Letters of Authorization and Reports of Travel.

With a view to keeping the Secretary and Assistant Secretary better informed relative to travel performed by officers and employees of the Department, and at the same time avoid as far as practicable unnecessary clerical work, it has been decided to adopt the following plan, beginning July 1, 1913.

The Secretary of Agriculture will issue annually, before the beginning of each new fiscal year, a general letter of authorization to the chief of each bureau, independent division, independent office and independent board, delegating authority to act in the following matters:

A. To travel, and sign and issue letters of authorization to their officers and assistants to travel, on official business, throughout continental United States, and incur such other expenditures in the field, in accordance with the fiscal regulations, as may be necessary for the proper conduct of the work.

B. To sign requisitions for the purchase of supplies, materials and office fixtures in accordance with the fiscal regulations.

C. To incur necessary telegraph, telephone, express, freight and drayage charges.

D. To incur other expenses provided for in the fiscal regulations.

E. To approve all pay rolls and other vouchers.

Letters of authorization issued by the chiefs of the several bureaus, divisions, and offices, under this general authority to

travel, will include all necessary information for the guidance of the officer or employee to secure the proper conduct of the work, for the auditors of the various bureaus, for the disbursing clerk or fiscal agent in paying the account, and for the Treasury Department in auditing the accounts. They should include the points between which, or the area within which travel is to be performed, the object of the travel, the expenses to be authorized, the per diem rate in lieu of subsistence when this is used, the total amount to be expended, the appropriation from which payable and the permanent or temporary headquarters of the officer or employee.

When labor is employed or supplies, or equipment, are purchased in the field and credit cannot be obtained but cash payment must be made, such items must be segregated to secure the proper distribution on the expense ledger.

When travel is proposed for the purpose of attending conventions of any scientific society or association, or for the purpose of delivering lectures at schools, colleges, or other educational institutions, special permission must first be obtained in writing from the Secretary in accordance with Memorandum No.8, before the bureau letter of authorization issues.

Each office will furnish to the Secretary's office at the close of each month, on blanks to be furnished for the purpose, a report of all travel performed during the preceding month by each officer and employee, together with the cost of such travel, arranging the names alphabetically. To expedite the rendition of this report travelers will be required to submit monthly reimbursement accounts promptly.

The blanks referred to will contain the following columns:

a. Name of employee performing travel.

b. Title.

c. Official station.

d. Principal points visited.

e. Explicit object of travel.

f. Meetings attended (indicating name of organization holding meeting.)

g. Cost of travel during month.

h. Appropriation from which travel expense is paid.

i. Total cost of travel from beginning of fiscal year to date.

Note: Where travel is restricted to a limited area or locality, such as a county, the points visited within such area need not be shown under "Principal points visited", but it will be sufficient simply to indicate the county (and state) in which the travel is performed.

The information given in the monthly reports must be so complete that they may be used by the office of the Secretary at the end of each fiscal year in compiling the report of travel from Washington, which the Department is required to furnish to Congress annually. In order to have the necessary data available for this purpose each trip should be shown separately.

Suitable itinerary blanks should be furnished to every traveler for reporting to the chief of his bureau all official travel performed by him. These forms will be filed in the office of the

chief of bureau, where they will at all times be available for examination by administrative officers.

R. Lansing.

Acting Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

JUN 18 1913

FILE
★ OCT 16 1926
Please return to
the Secretary's File Room

Memorandum No. 28

THE PRINCIPAL PROJECTS OF THE DEPARTMENT.

For purposes of accounting and the reporting of expenditures.

The following projects are authorized for the several bureaus, independent offices and independent boards for the fiscal year ending June 30, 1914, and accounts are to be kept against the allotment for each project in accordance with Memoranda 25 and 26. These will be supported by brief project statements showing the total expenditure, the outstanding liabilities as of Aug. 31, (estimated) and the unexpended balance (estimated) and a brief description and the approximate cost of the several subactivities under the project substantially as set forth in the sample attached herewith.

Office of the Secretary. The principal projects are (a) the Secretary's office proper, (b) the Assistant Secretary's office proper, (c) the Solicitor's office, (d) the Disbursing Office, (e) the library, (f) the Chief Clerk's office proper, (g) the Division of Supplies, (h) the Chief Engineers's office, with project statements showing the approximate cost of the mails and files, rent in District of Columbia, the watch force and the clear force, the shops, engineers and firemen, the stables and such additional statements pertaining to the office as are required by the Comptroller's Circular No. 34, 1911, as are mentioned in Memorandum No. 26.

Weather Bureau. The principal projects against which accounts shall be kept are (a) the Washington office and (b) the 202 stations (more or less) outside of Washington, supported by project statements covering the nature and the total approximate cost of administration, forecast work, river and field work, climatological work, marine meteorological work and research work.

Bureau of Animal Industry. The principal projects against which accounts shall be kept are (a) administrative and overhead charges, (b) meat inspection with the 289 (more or less) cities and towns in which inspection is maintained, (c) eradication and control of animal diseases and preventing the interstate spread of contagion, (d) eradication of cattle ticks, (e) dairying investigations (including inspection of renovated butter factories and markets), (f) animal husbandry investigations (including the supervision of pedigree record associations), (g) control of the importation, manufacture, and shipment of virus, serums, etc., (h) inspection and quarantine of imported animals, (i) supervision of export cattle, (j) scientific investigation of animal diseases, (k) enforcement of the 28-hour law, (l) demonstrating methods of preventing and eradicating hog cholera, supported by project statements showing the nature and approximate cost of the principal sub-activities under each.

Bureau of Plant Industry. The principal projects against which accounts shall be kept are (a) the Pathological Laboratory, (b) fruit diseases, (c) forest pathology, (d) cotton and truck diseases, (e) crop physiology, (f) bacteriology and nutrition, (g) crop acclimatization, (h) drug and other plants, (i) crop technology, (j) cotton standardization, (k) cotton testing, (l) grain standardization, (m) biophysical investigations, (n) seed testing laboratories, (o) cereal investigations, (p) corn improvement, (q) tobacco investigations, (r) forage crop investigations, (s) paper plant investigations, (t) alkali and drought resistant plants, (u) sugar plant investigations, (v) economic and systematic botany, (w) farm management, (x) cactus investigations, (y) farmers' cooperative demonstrations, (z) dry land agriculture, (aa) logged off lands, (bb) western irrigation agriculture, (cc) pomological investigations, (dd) experimental gardens and grounds, (ee) horticultural investigations, (ff) potato diseases and improvement, (gg) Arlington farm, (hh) foreign seed and plant introduction, (ii) administrative and miscellaneous, (jj) Congressional seed distribution, (kk) drought resistant breeds, (ll) investigating the chestnut tree bark disease, supported by project statements showing the nature and approximate cost of the principal sub-activities under each.

Forest Service. The principal projects against which accounts shall be kept are (a) the 163 (more or less) national forests, (b) the forest product laboratories and investigations, (c) experiment stations, agricultural, dendrological and other experiments, (d) market and other miscellaneous forest investigations, (e) administrative and other overhead expenses, (f) cooperative fire protection of forested watersheds of navigable streams, supported by project statements showing for each forest the cost of fighting and preventing forest fires and other unforeseen emergencies, the experiments and investigations of each station, the reseeding and tree planting, the improvement of the forests and reimbursement for aircraft, vehicles and other equipment lost, damaged or destroyed, and the nature and approximate cost of the principal

subactivities under the remaining projects.

Bureau of Chemistry. The principal projects against which accounts shall be kept are (a) administration, (b) animal physiological laboratory, (c) bacteriological laboratory, (d) board of food and drug inspection, (e) canning investigations, (f) collaboration with State officials, (g) contracts laboratory, (h) dairy laboratory, (i) division of drugs, (j) division of foods, (k) enological laboratory, (l) food and drug inspectors, (m) food inspection division, (n) food research laboratory, (o) investigating chemical and physical tests applied to American food products in foreign countries and examining same before shipment, (p) microchemical laboratory, (q) miscellaneous division, (r) nitrogen laboratory, (s) plant chemistry laboratory, (t) physical chemistry laboratory, (u) referee board of consulting scientific experts, (v) sugar laboratory, (w) the 22 (more or less) branch food and drug inspection laboratories and (x) leather and paper laboratory, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Bureau of Soils. The principal projects against which accounts shall be kept are (a) the administrative and overhead expenses, (b) the soil survey, (c) the chemical investigations, (d) the physical investigations, (e) the soil fertility investigations, (f) the fertilizer resources investigations, and (g) classification of agricultural lands in forest reserves, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Bureau of Entomology. The principal projects against which accounts shall be kept are (a) the administration, (b) domestic insects, (c) cereal and forage crop insects, (d) southern field crop insects, (e) forest insects, (f) truck crop and stored products insects, (g) bee culture, (h) citrus fruit insects, (i) investigations of the Mediterranean fly, (j) miscellaneous insects, and (k) preventing spread of moths, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Bureau of Biological Survey. The principal projects against which accounts shall be kept are (a) administration, (b) enforcement of the Lacey act, (c) game preservation, (d) food habits of birds and mammals, (e) biological investigations, and (f) enforcement of the migratory bird law for migrating game and insectivorous birds, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Division of Publications. The principal project against which accounts shall be kept is (a) the administrative expense, supported by project statements showing the nature and approximate costs of the principal subactivities such as administration proper, editorial, index, illustrations and distribution of documents.

Bureau of Statistics. The principal projects against which accounts shall be kept are (a) administration, (b) special field agents' service, (c) State statistical agents' service, (d) domestic voluntary statistical service and (e) miscellaneous investigations, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Office of Experiment Stations. The principal projects against which accounts shall be kept are (a) Agricultural Experiment Stations, (b) Farmers' Institutes, (c) Alaska Experiment Station, (d) Hawaii Experiment Station, (e) Porto Rico Experiment Station, (f) Guam Experiment Station, (g) Nutrition Experiment Station, and (h) Irrigation Investigations and Drainage Investigations, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Office of Public Roads. The principal projects against which accounts shall be kept are (a) administration, (b) inquiries and advice regarding systems of road management, (c) investigation and advice on methods of road making and road material, (d) chemical and physical character of road material, and (e) field experiments of road construction and maintenance, supported by project statements showing the nature and approximate cost of the principal subactivities under each.

Insecticide Board. The principal projects against which accounts shall be kept are (a) administration, (b) prevention of manufacture, sale and transportation of adulterated or misbranded insecticides and fungicides, supported by project statements showing the nature and approximate cost of the principal subactivities.

Federal Horticultural Board. The principal projects against which accounts shall be kept are (a) administration, (b) enforcement of the plant quarantine act, supported by project statements showing the nature and approximate cost of the principal subactivities.

Office of Markets. The principal projects against which accounts shall be kept are (a) administration and (b) investigation of the marketing and distribution of farm products, supported by project statements showing the nature and approximate cost of the principal subactivities.

The records of the subactivities of the several projects and the cost keeping systems of the several bureaus, independent offices and independent boards will be kept in the manner prescribed by the chiefs thereof according to the needs of the particular lines of work.

R. W. Dunlap.

Assistant Secretary.

(Specimen page of project statements).

PROJECT STATEMENTS.

Pathological Laboratory.

Total expenditure as above	$29,779.00
Outstanding liabilities Aug. 31 (estimated)	1,130.38
Unexpended balance (estimated)	282.62
Total allotment	31,192.00

Distributed among the several subactivities approximately as follows:

Central laboratory of plant pathology which identifies, investigates the causes of, and means of control of all bacterial and other diseases of plant life (diseased material is recieved from all parts of the United States and abroad, for examination, and advice given as to method of treatment). $23,215.36

Pathological collections and inspection work. The maintenance of a herbarium of pathogenic specimens, also mycological and host indexes of new species and list of plants which they attack, and a mycological exchange with American and foreign scientists; the identification of pathological material recieved by correspondence or otherwise, and the carrying on of a rigid inspection of domestic and foreign plants to prevent diseases and guard against the importation of diseased material 7,694.02

Total 30,909.38

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

June 18, 1913.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

M E M O R A N D U M NO. 29.

Efficiency Reports and Registers.

---O---

(1) It is desired to inaugurate a new Efficiency System which shall replace all other systems of grading clerks and employees below the grade of clerk now in use throughout the Department; and new forms of Efficiency Reports are now being printed.

These reports will be made by persons having immediate supervision of each employee and shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising officer making them.

The present percentage basis of marking is superseded by marks of "Excellent," "Good," "Fair," and "Poor;" Excellent is equivalent to a percentage of 96 to 100 inclusive; Good, 85 to 95; Fair, 70 to 84; and Poor below 70.

(2) The Chief of each Bureau, Independent Division, Office and Board will require the preparation on forms provided by the Office of the Secretary of Efficiency Reports semi-annually, on the first day of June and December of each year, concerning all clerks and employees below the grade of clerk serving in such Bureau, Division, Office, or Board, and he is expected to see that the ratings are made after due consideration of all the factors applicable to the individual case.

(3) The Chief of each Bureau, Independent Division, Office and Board will appoint a Committee on Efficiency to consist of three (3) or five (5) members, including, if practicable, the Assistant Chief of Bureau as Chairman, and the Chief Clerk of Bureau as Secretary. Such Committee will consider the semi-annual efficiency reports and all other pertinent facts and will determine efficiency ratings and relative standings of employees. The Committee will have the privilege of calling for all information necessary to enable them to fix the relative standing of any employee.

(4) An Efficiency Register shall be prepared semi-annually in each bureau, by the Bureau Committee on Efficiency. Such register shall consist of a tabulation of the information contained in the Efficiency Reports and other data for each employee; and shall list all the employees in order of their relative efficiency standing. In establishing the relative rank on the Register of employees under each salary class, the employees therein shall be subdivided into four groups of "Excellent," "Good," "Fair," and "Poor."

(5) The Efficiency Registers, as prepared every six months by the Committee on Efficiency, shall be signed by the members of the Committee, and submitted to the Chief of the Bureau for approval. Registers shall be retained in the Bureaus and copies filed in the Office of the Secretary.

(6) The efficiency ratings on the Registers shall remain in force for six months and shall govern all promotions and demotions during said period. The employee who stands at the head of

his grade shall be recommended for promotion to any vacancy occurring in the next higher grade, unless he shall have forfeited his right to preference by some breach of discipline or neglect of duty.

In the event of a recommendation for promotionn of an employee who does not stand at the head of his grade a convincing statement must be given in detail, setting forth the reasons for deviating from the Efficiency Register.

"Good" shall be the minimum rating of efficiency which must be attained by an employee in order to be promoted; "Fair" shall be the rating below which no employee may fall without being demoted, unless there is improvement in six months after being notified by the Secretary of the Committee on Efficiency in form of suggestions as to possible means of improving his efficiency. Employees receiving ratings of "Poor," and receiving the lowest salary of their respective class, and showing no improvement within six months after notification shall be recommended for dismissal for inefficiency.

A. A. Ramsay

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

June 18, ~~1913~~.

MEMORANDUM NO. 30

(Oath of office by Forest Guards)

Hereafter, Forest Guards receiving an original appointment on a lump-fund roll will be required to sign the oath of office on the regular form of oath prescribed for employees of the Department, but the signature may be certified under the hand of a Forest Ranger or other commissioned employee of the Department when the services of an officer authorized to administer oaths are not available. In every such case, however, a statement of the facts must be made on the form by the certifying employee. The oath of office or other declaration by Forest Guards, and the personal statement sheet, must be forwarded to the Appointment Clerk of the Department as soon as possible, although it will not be necessary to file such documents coincidently with the recommendation for appointment.

Paragraph 5 of the Fiscal Regulations is amended accordingly.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 1, 1913.

FILED
★ OCT 16 1926
Please return to
the Secretary's File Room

MEMORANDUM No. ~~32~~.31

COMMITTEE ON BUILDINGS

The following employees of the Department are designated as members of and shall constitute the Committee on Buildings:

L. M. Estabrook, Chief Clerk of Department, chairman.
James E. Jones, Chief Clerk, Bureau of Plant Industry.
Edgar B. Calvert, Asst. Chief, Division of Accounts, Weather Bureau.

The Committee shall be subject to the orders of the Secretary of Agriculture and shall direct and supervise, in the City of Washington, the construction of new buildings for the Department of Agriculture, the remodeling of buildings of the Department already erected, the rental of all buildings, and the assignment of office rooms and space.

The said Committee shall also act as a Board of Awards to consider all bids appertaining to the construction of any new buildings or the remodeling of any old buildings belonging to the Department.

R. Tarleton

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 5, 1913.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

MEMORANDUM NO. 32

BOARD OF AWARDS

The following employees of the Department are designated as members of and shall constitute the Board of Awards:

L. M. Estabrook, Chief Clerk of Department, Chairman.
F. E. Meloy, Property Clerk, Bureau of Plant Industry.
C. C. Carroll, Chief Clerk, Bureau of Animal Industry.

The Board is hereby charged with the duty of opening, examining and reporting upon informal bids and proposals of all kinds for furnishing supplies and for performing services for this Department (except for the Weather Bureau and for the Building Committee), during the fiscal year ending June 30, 1914. (See paragraphs 22 to 26, inclusive, of the Fiscal Regulations.)

In the performance of official duties the Board is authorized to call upon the several chiefs of bureaus, divisions, and offices for information, for expert advice upon questions relating to the character of the supplies or services offered upon bids, and in ascertaining the adaptability of such supplies to the requirements of the service.

The Board is instructed to give careful and equitable consideration to all proposals that shall be placed before it, and to recommend, without fear, favor, or partiality such action thereon as will, in its judgment, best subserve the true interests of the Department.

Acting Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1936
Please return to
the Secretary's File Room

July 5, 1913.

MEMORANDUM NO. 33

Re appointment of Department Officials to Serve on Commissions, Councils, Boards, etc.

The following memorandum from the Solicitor is self-explanatory. The statements made regarding Department men serving on the International Commission on Agricultural Meteorology are equally applicable to service upon other commissions, boards, etc:

> "Referring to your inquiry respecting membership by officers of the Department of Agriculture on the International Commission on Agricultural Meteorology, you are informed that I agree with you entirely that this Department is without authority to appoint its employees to serve on commissions of any kind. Specific authority is necessary for such action in view of the provisions of Section 9 of the Act of March 4, 1909, c. 299 (35 Stat.945), which reads as follows:
>
> > "Sec. 9. That hereafter no part of the public moneys, or of any appropriation heretofore or hereafter made by Congress, shall be used for the payment of compensation or expenses of any commission, council, board, or other similar body or any members thereof, or for expenses in connection with any work or the results of any work or action of any commission, council, board or other similar body, unless the creation of the same shall be or shall have been authorized by law; nor shall there be employed by detail, hereafter or heretofore made, or otherwise personal services from any executive department or other Government establishment in connection with any commission, council, board or other similar body."

Under this provision, as I understand it, it is neces-

sary to have specific authority from Congress before any employee of the executive departments can perform any services in connection with the work of any commission.

Specific authority is also necessary before the President can accept invitations to participate in international congresses, conferences, or like events, in view of the provisions of the Act of March 4, 1913 (137 Stat. 912, 913) which reads as follows:

> "Hereafter the Executive shall not extend or accept any invitation to participate in any international congress, conference, or like event, without first having specific authority of law to do so."

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

MEMORANDUM No. 34.

July 1, 1913.

Regarding Publications of The Department of Agriculture.

Beginning on July 1, 1913, or as soon thereafter as may be practicable, the following plan will be pursued in issuing publications of the Department of Agriculture:

Journal of Research.

There will be established a Journal of Research. The articles for publication in the Journal shall consist only of reports of investigations which are new and directly or indirectly useful to the art of Agriculture. Articles for publication in the Journal must be concise; long historical introductions, as well as extensive bibliographies, should be reduced as far as is consistent with clearness. In general an article should not be over ten or twelve pages in length and in no case should it exceed fifty pages. Articles of greater length than this should be prepared for publication as supplementary monographs. An article which is a preliminary report of very extensive research might appear in the Journal in order to announce some of the most important features of the work, and later be issued as a monograph discussing in detail the entire series of investigations. Monographs, as the name implies, should be as nearly as practicable thorough and complete treatises upon the subject dealt with.

Form of Issue.

Both the Journal and the monographic supplements to the Journal should be royal octavo in size in order to give greater freedom in the use of diagrams and technical illustrations. Text figures will be preferred, but at the discretion of the editors inserted plates may be used. If practicable separates of the different articles appearing in the Journal should be printed and available for distribution at the time of issue of the number of the Journal containing the articles in question, and greater freedom of distribution should be accorded to separates than to the Journal. Practically the same regulations regarding the distribution of separates from the Journal should be followed that are now in force regarding the distribution of technical bulletins.

Distribution.

The entire Journal shall be distributed free only to agricultural colleges, technical schools and experiment stations, to the libraries of the large universities, to the Government depositories, and to such institutions as make suitable exchanges with this Department. If practicable, a fixed price per volume shall be determined upon and the Superintendent of Documents be empowered to accept subscriptions for this Journal.

Editorial Committee.

The selection of articles for publication in the Journal and all matters pertaining to its management, separates, and monographs, shall be delegated to an Editorial Committee. This

committee will consist of Dr. Karl F. Kellerman, of the Bureau of Plant Industry, Chairman, Dr. C. L. Marlatt, of the Bureau of Entomology, and Dr. E. W. Allen, of the Office of Experiment Stations. The Editorial Committee will be supplied with competent editorial clerks for the management of the mechanical and routine matters of the Journal. Among other duties, the editorial clerks will keep on file mailing lists of institutions and special individuals interested only in certain technical lines, and distribute to these lists appropriate reprints from the Journal. These special mailing lists shall be furnished by the bureaus and shall be revised frequently in cooperation with the bureaus.

Contributors.

For the present the contributors shall be confined to members of the official scientific staff of the Department of Agriculture. It is proposed to broaden the number of contributors to include the scientific workers of the State Agricultural Experiment Stations, but this may not be practicable until further action is taken by Congress. In case it is decided that there is no objection to accepting articles from the State Agricultural Experiment Stations, the name of the Journal will remain the same, but the Editorial Committee will be increased to five members, two of whom shall be from the experiment stations, to be named by the Executive Committee of the Association of Agricultural Colleges and Experiment Stations.

Other Serial Publications.

The Experiment Station Record, the Monthly Weather Review, and Fauna are specialized serial publications and will be continued with such modifications as may be warranted from time to time by conditions within the Department.

Bulletins.

The Bureau series of bulletins and circulars will be discontinued. The scientific and technical material heretofore published as bulletins of the various bureaus will hereafter be published in the Journal of Research or as monographic supplements thereto as above set forth. Popular matter heretofore published in the bulletins of the bureaus and also that printed as circulars will hereafter be published in a Department series of bulletins which will be popular discussions of the investigations of the Department. All encyclopedic material should be omitted. The term "circular" will be discarded for the more appropriate designation of "bulletin." The editions and distribution of the new series of bulletins will be similar to the series which they succeed.

There is a considerable number of manuscripts on hand, which should be critically examined by a committee for the purpose of determining whether they are suitable for publication as bulletins or should be handled in some other way. The committee, consisting of Mr. W. A. Taylor (Chairman), Dr.

Milton Whitney, and Mr. J. A. Arnold, will examine these manuscripts, first clearly defining the nature of the bulletins to be issued, and then, on the basis of this definition (which will stand for the future guidance of the Department) classify the manuscripts and send them in for publication in accordance with the plans discussed, under a departmental serial number.

Circulars.

The circular series will be discontinued.

Farmers' Bulletins.

The Farmers' Bulletin series will be continued. The Bulletins should be practical, concise, specific and instructional statements on matters relating to country life, and should seldom exceed sixteen pages in length. The things discussed should be so well known to the writer that his statements will be in the nature of formulas. Furthermore in preparing Farmers' Bulletins specific sections of the country should be kept in mind in order to prevent the Bulletins becoming too general in character. Finally they should be put in such literary form that they will be read.

Yearbook Papers.

Papers for publication in the Yearbook should be complete in themselves and should be of a popular character, rather than technical discussions or reports of progress. The restriction upon the length of the Yearbook papers will be removed and preference will be given to interesting descriptions of important crops or industries.

Annual Report of the Bureau of Animal Industry
The Weather Bureau, the Office of Experiment
Stations, and the Bureau of Soils.

Pending changes in the legislation, manuscripts for these reports may be submitted as heretofore, with the understanding that they will be submitted to a committee for consideration of necessary modifications in the form of these reports. The Committee will also be charged with the drafting of proposed legislation amending or repealing the law, if the situation so demands after full consideration by all interested parties.

Executive Reports of the Chiefs.

Instructions with reference to these reports have already been sent out to the effect that the reports are to be reduced in size and to deal only with results accomplished during the year and outline plans for new projects. In order to properly shape up these reports it may be necessary to submit the manuscripts to a special committee in order that uniformity throughout the Department may be secured.

Foreign Crop Reports and Crop Reporter.

The publication of bulletins dealing with foreign crop statistics, and the Crop Reporter, which have been issued heretofore by the Bureau of Statistics, will be discontinued.

Miscellaneous.

Food Inspection Decisions and Notices of Judgments will continue to be issued as heretofore; also special publications such as the field program of work of the Forest Service, the Directory of the Bureau of Animal Industry, Forest Service Manuals, etc.

B. T. Galloway.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 10, 1913.

MEMORANDUM NO. 35

Procedure in the Matter of Participation in Expositions, Fairs &c

~~To Chiefs of Bureaus and Independent Offices of the Department.~~

Corresponding with the rapid growth of the Department and the increasing amount and importance of its work there has been a steady increase in the number of requests for the participation of the Department in agricultural fairs, shows, and expositions. At the present time the Department is preparing material for an exhibit at the International Dry Land Congress Exposition to be held at Tulsa, Okla., in October, the International Refrigeration Congress to be held in Chicago in September, and the United States Land Show to be held in November or December. The work of preparing and staging such material as may be available for these exhibits is carried on under the supervision of Mr. F. Lamson-Scribner, Special Agent on Exhibits, in the Office of the Secretary under the direction of the Chief Clerk, Mr. Scribner having had long and successful experience in representing the Department at various expositions both in this country and abroad.

Numerous applications come to the Secretary's office requesting exhibits for local and state fairs and agricultural shows of various kinds, and similar requests are often sent direct to the various bureaus whose lines of work may be illustrated or demonstrated by exhibits which would add to the

interest of such fairs and shows. In some instances there may be good reasons why the requests should be complied with and in other cases the very nature of the shows might make it unwise for the Department to participate in them.

In order that a uniform policy may be pursued by the Department with respect to participation in agricultural shows of various kinds, to avoid possible confusion and misunderstanding, and to secure the closest co-operation between the various branches of the Department and Mr. Scribner, to the end that the Department's exhibits may be creditable to the Department as well as interesting and instructive to the people, you are requested to refer all correspondence regarding exhibits by the Department to the Office of the Chief Clerk for attention of Mr. Scribner. Mr. Scribner will, when necessary, confer with the proper bureau officials as to lines of work to be illustrated, the material available or procurable, and other essential details, and submit a brief memorandum of same with recommendations to the Assistant Secretary through the Chief Clerk.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 15, 1913.

MEMORANDUM.

No. 36.

Relative to the handling of recommendations for Promotion of Scientific Employees.

The chief of each scientific bureau, office, or independent board should take immediate steps to establish a committee on scientific promotions, whose duty it shall be to consider, at the beginning of each fiscal and calendar year and at other intervals when necessary, not only all recommendations for promotion on the scientific staff which may be made by the heads of the various subordinate offices of the bureau, but also the status of all the scientific employees on the rolls of the bureau, with a view to making recommendations to the chief of the bureau of such employees as the committee may deem worthy of promotion.

Each bureau will be left to work out the procedure to be followed in carrying on the committee's work and will promulgate such regulations and maintain such records as may best serve its individual purposes, but sufficient data should be collected and made readily accessible for the preparation of the information required in submitting promotion recommendations for consideration of the Secretary, as outlined in Memorandum No. 22 of this office, dated May 15, 1913.

Attached are copies of forms used in one of the Bureaus of the Department where a committee on scientific promotions has been established for several years, which may prove helpful.

A. C. Townsend.

Acting Secretary.

Form 1 (Scientific Employees).

UNITED STATES DEPARTMENT OF AGRICULTURE,

BUREAU OF PLANT INDUSTRY.

DATA REGARDING SCIENTIFIC EMPLOYEES IN THE BUREAU OF PLANT INDUSTRY.

Heads of offices are requested to furnish the following information regarding the scientific employees under their supervision. Whenever new appointees enter the Department, the information called for in Questions 1 and 2 should be supplied at the time the appointment is requested or as soon as possible thereafter.

For convenience in reference and filing, the answers should be typewritten on blank sheets the same size as this form and numbered to correspond with the numbers of the questions. Answer blanks should be securely attached to this form, and each sheet should bear the employee's name.

(Date) .....

..... (Name of employee), ... (Title), ... (Present salary)

(1) *Education.*—Name the schools and colleges attended by the employee and the courses of study pursued in each, with any degree or degrees received and the institution by which conferred. If postgraduate courses of study were pursued, state fully the studies and when and for what length of time they were pursued. Any interruptions of school work should be noted, with causes and intervening employment.

(2) *Experience.*—Give a concise account of all the practical experience the employee has had in his profession or occupation prior to entering the Government service. This should include a statement of the employee's familiarity with the details of farm work and the production of any particular crop or crops, and any special experience he has had in laboratory or technical work.

(3) *Departmental service.*—State briefly the general character of the work performed by employee from date of appointment in the Department up to the present time.*

(4) *Results accomplished.*—State concisely the work accomplished or discoveries made by employee during his service in the Department, mentioning publications in which his work is reported.

(5) *Special qualifications.*—Emphasize any special qualifications possessed by the employee, including any of the following that apply to his case:

(*a*) Originality and adaptability in dealing with new problems and lines of work.
(*b*) Training and skill in special methods of investigation.
(*c*) Success in meeting people, addressing gatherings, etc.
(*d*) Ability in teaching and organizing farmers.
(*e*) Literary ability in presenting agricultural or scientific information.
(*f*) Ability to cooperate harmoniously and effectively with other investigators in the Bureau and outside.
(*g*) Executive capacity.
(*h*) Efficiency and energy as shown in ability to accomplish results.
(*i*) Proficiency in foreign languages.

(6) *Publications.*—Give a complete list of titles of papers or bulletins published (a) previous to entering the Department and (b) while employed in the Department.

(7) *Classification.*—In your judgment, to which of the following classes does the employee belong:

A.—Exceptional worker; requiring exceptionally rapid promotion to keep.
B.—Excellent; to be promoted at normal rate.
C.—Good worker, faithful, plodding; useful in his place; less deserving of rapid promotion than classes *A* and *B*.
D.—Indifferent worker, incapable of adaptation or of growth; not worthy of promotion unless improvement is shown.

(8) *Value.*—What do you consider the services of this employee actually worth?

..... (Signature of officer making report)

* A schedule showing the present position held by each employee, with date of original appointment, entrance salary, number of years in Department service, date of last promotion, present salary, salary previous to last promotion, and total number of promotions received will be secured by the Advisory Committee on Scientific Promotions and need not be included in this statement.

Form 2 (Scientific Employees).

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

DATA TO BE FURNISHED IN MAKING RECOMMENDATIONS FOR THE PROMOTION OF SCIENTIFIC EMPLOYEES.

In making recommendations for the promotion of scientific employees, it is suggested that heads of offices keep in mind the following points as being important in presenting the reasons for recommending promotion. It is not intended that this schedule of suggestions should be followed in detail for each employee, nor that other points should not be mentioned. These suggestions are offered merely to bring out points of importance, some of which might be overlooked or not sufficiently emphasized in preparing letters of recommendation.

For convenience in reference and filing, the answers should be typewritten on blank sheets the same size as this form and numbered to correspond with the numbers of the questions. Answer blanks should be securely attached to this form, and each sheet should bear the employee's name.

(*Date*) .....

Name of employee: .....

Title: .....

Present salary: ..... Salary recommended: .....

(1) Review very briefly the history of the employee's service in the Department, and include the date of last promotion.

(2) Give a brief summary of the work done and the results accomplished.

(3) State clearly the special reasons that prompt the recommendation for promotion.

(4) Emphasize any special qualifications possessed by the employee, including any of the following that apply to his case:

(*a*) Originality and adaptability in dealing with new problems and lines of work.
(*b*) Training and skill in special methods of investigation.
(*c*) Success in meeting people, addressing gatherings, etc.
(*d*) Ability in teaching and organizing farmers.
(*e*) Literary ability in presenting agricultural or scientific information.
(*f*) Ability to cooperate harmoniously and effectively with other investigators in the Bureau and outside.
(*g*) Executive capacity.
(*h*) Efficiency and energy as shown in ability to accomplish results.
(*i*) Proficiency in foreign languages.

.....
(Signature of officer making report.)

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

With copy

MEMORANDUM No. 37.

ANNOUNCING THE ESTABLISHMENT OF THE WEEKLY NEWS LETTER TO CROP CORRESPONDENTS.

A weekly News Letter to Crop Correspondents will be issued, beginning the first week in August, as a partial substitute for the monthly crop Reporter, notice of discontinuance of which was given in Memorandum No. 34. This letter will consist of two or more pages (8 by 13) of elite type, duplicated on the flexotype machines. The scope and purpose of this News Letter are outlined in the enclosed circular which will be mailed to the Crop Correspondents in the 2,800 counties who are to receive the Letter regularly. These correspondents are the leading farmers of their sections and are in close touch with local producers.

The News Letter therefore should supply to each independent Bureau and Office, the following important facilities:

a. A quick and effective means of communication with producers.

b. A means of communicating information or instructions quickly to producers in localized territory.

c. An effective means of securing the cooperation of the press in county seats and small towns.

The aim is to make the body of the News Letter, which goes to all correspondents in the United States, an interesting and effective summary of the most important practical discoveries and recommendations of all Bureaus and Offices each week.

Memorandum

Each Chief of Bureau or Independent Office is therefore requested to designate one member of his staff who will be responsible for the weekly gathering and preparation of material for the News Letter. He will represent his Bureau at editorial conferences and will consult when necessary with the Office of Information which will have charge of issuing the News Letter. The following rules will govern preparation of items for the Letter:

Each Bureau or Office should submit one or more items for publication each week in the News Letter. If more than one item is submitted, the representative should indicate the order of importance for immediate circulation of the several items Each item submitted must be "approved for weekly news letter" by the Chief of the Bureau issuing it. These items should be prepared in accordance with the following directions, departure from which should be made a matter of conference with the Chief of the Office of Information:

ITEMS FOR THE BODY OF THE LETTER;

a. Items must give information capable of direct and profitable application by the individual producers in the entire country or in a large part of it.

b. These items should not exceed 300 words in length, should be simple, exact statements and should be free from technical terms.

c. Each item should convey the information which the Bureau regards as most meriting immediate circulation.

d. No drawings or diagrams can be used.

ITEMS FOR THE LOCALIZED SUPPLEMENT.

a. These items should be prepared the same as items for the general body of the Letter, except that items for the localized supplement may deal with matters pertaining to specific products or affecting limited localities. Each item should state plainly the districts in which it will be of special usefulness.

b. Exceptions as to length will be allowed when the localized matter is of major importance and cannot safely be condensed to 300 words.

c. Bureaus sending in material of special local applicability to the Office of Information for issue to the press, may request that this press notice be made also a localized supplement for specified territory. In this event, if localized circulation to producers seems warranted, the Office of Information will order an additional number of the press notices for localized supplement use. This cannot be done unless the request for such circulation accompanies the material submitted for press use. The Office of Information will have the right to use any material submitted for the Letter for circulation to the press under proper release date. The Bureaus should find this supplement especially useful in circulating quickly to producers and the local press, notices of quarantines, methods of overcoming pests, diseases, etc.

DATE OF FILING ITEMS.

All items to secure publication in the succeeding week's issue should be filed with the Office of Information, plainly marked "For the News Letter of ." not later than 2 P.M. each Friday. Early preparation of copy is very important. The aim is to have the News Letter reach the correspondents on Wednesday in time for the Thursday and Friday editions of local papers. To do this, the edition for the Pacific Coast must be mailed on the preceding Thursday and nearer points on successive days.

Material for the first issue will have to be in the Office of Information not later than Friday, August 1st. 2 P.M. You are requested, however, to file such matter at the earliest possible date so that it may be set up in advance and held in proof.

Final determination as to the inclusion, omission or postponement of publication of any item will rest with the Secretary or Acting Secretary.

B. A. Galloway.

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 31, 1913.

MEMORANDUM NO. 38.

Reports of Travel.

Section 4 of the Act of May 22, 1908 (35 Stat., 244), reads as follows:

> Sec. 4. It shall be the duty of the head of each Executive Department and other Government establishment at Washington to submit to Congress at the beginning of each regular session a statement showing in detail what officers or employees (other than special agents, inspectors, or employees, who in the discharge of their regular duties are required to constantly travel) of such Executive Department or other Government establishment have traveled on official business from Washington to points outside of the District of Columbia during the preceding fiscal year, giving in each case the full title of the official or employee, the destination or destinations of such travel, the business or work on account of which the same was made, and the total expense to the United States charged in each case.

FILED
OCT 16 1936 W
Please return to
the Secretary's File Room

To facilitate the preparation, in the Secretary's Office, of the annual report required by the foregoing statute, bureau heads are requested to submit their Monthly Reports of Travel in two sections, with the names in each section alphabetically arranged. The first section of each monthly report will cover all travel which, in the opinion of the bureau, should be included in the annual report, and the second section will include all other travel during the month to which the report pertains. Special care should be exercised in stating the explicit object of travel to be included in the annual report.

Memorandum No. 27, dated June 6, 1913, is amended accordingly.

B. T. Galloway.

Acting Secretary.

FILED
★ OCT 16 1926
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 28, 1913.

MEMORANDUM NO. 39.

POLICY OF THE DEPARTMENT OF AGRICULTURE RESPECTING SOIL SURVEYS.

The purpose of a soil survey is to map, classify, and correlate soils, to determine and describe their field characteristics, to report upon the actual use being made of the soil, and upon the relative efficiency of the several soil types.

The results of a soil survey as expressed in the soil map and report are of practical as well as of scientific value. To the farmer, the colonist, the investor and others it furnishes data for determining land values and the use of soils. To the investigator of crops, in crop development and production, in plant diseases and immunity, and for the dairy industry and stock raising it supplies basic knowledge of the character of the soil upon which experiments are being carried out.

The most pressing need for the soil survey and the place where its value will be most apparent is in furnishing a basis for the many investigations that are going on in the lines of farm management, farm demonstration, rural economics, crop investigations and animal industry in the several states.

In order that the soil surveys may be made of the greatest use and value, the following plan in the selection of areas is to be followed:

1. Soil surveys are to be undertaken only upon requests from

(a) bureaus, offices, or divisions within the Department of Agriculture, or other Departments of the Government, or (b) from Presidents or Deans of Agricultural Colleges within the States, or Directors of State Agricultural Experiment Stations, or State Departments of Agriculture or other State institutions authorized by law to engage in soil survey work.

2. Surveys undertaken in accordance with paragraph 1 (a) should be on a cooperative plan and should be designed to form a basis for the utilization of agricultural lands within the forests and elsewhere, the extension of the rural organization service, the better development of farm management studies, and in general the furnishing of such fundamental facts as the soil survey can give, to the end of enabling those engaged in crop production studies in the Department to more intelligently undertake such studies. In order to bring about harmony of action and cooperation within the Department, it is believed that there should be an inter-bureau committee to handle the subject of soil surveys and the other side of the cooperative work and to handle questions concerning the necessary cooperative relationships that must be established in order to put the plan herein proposed into effect.

3. Surveys undertaken in accordance with paragraph 1 (b) shall

be arranged by the Chief of the Bureau of Soils and the head of the cooperating State institution or such person as he shall designate, preference being given to those States which have funds at their disposal for cooperative work in the soil survey itself.

4. In order to carry out this plan, it may be necessary from time to time to locate within the States State Soil Agents whose duty it will be to become thoroughly familiar with soil conditions within the respective States and to cooperate with the recognized agricultural authorities in an effort to better utilize and interpret the surveys. In detail, such an Agent, if cooperating with the Director of a Station or agencies of the Department of Agriculture within the State, might serve in the following ways:

(a) To interpret to the Director of the Station the results of the soil survey work within the State and keep him informed as to the progress of the work.

(b) To advise the Director of the kind of agriculture that can best be developed on the different types of soil surveyed in the State, so far as this is dependent upon or influenced by types of soil.

(c) To advise the Director as to the needs of the different types of soil with respect to cultural treatment, rotation of crops, fertilizer requirements, and so forth.

(d) To advise the Director as to location of experimental or test farms and to make such necessary surveys as will provide basic information for future agricultural experimentation on test farms.

(e) To advise in the same way as above with any representative of the Department of Agriculture that may be working within the State, either independently or in cooperation with the State.

No State Soil Agent shall be located in a State without a

guarantee that the field expenses shall be paid by the organization making the request, the salary of such agent to be paid in full by the Bureau of Soils.

The following gentlemen have been appointed as members of an inter-bureau committee, provided for above:

Mr. C. F. Marbut, Bureau of Soils.

Prof. W. J. Spillman, Office of Farm Management.

Mr. Franklin W. Reed, Forest Service.

D. F. Houston

Secretary.

institutions authorized to engage in soil survey work, as well as of the bureaus, offices, divisions and officials of the Federal Department of Agriculture or other Departments or branches of the Federal Government.

Soil surveys undertaken upon the recommendation of any one of the various branches of the Department should be on a coöperative plan and should be designed to form a basis for the utilization of agricultural lands within the forests and elsewhere, the extension of the rural organization service, the better development of farm management studies, and in general the furnishing of such fundamental facts as the soil survey can give, to the end of enabling those engaged in crop production studies in the Department to more intelligently undertake such studies.

In considering requests from State agencies, preference will be given to those States which have funds at their disposal for coöperative soil survey work.

In conducting soil survey work in coöperation with States, it may be necessary from time to time, to locate, within the States, State Soil Agents whose duty it will be to become thoroughly familiar with soil conditions within the respective States and to coöperate with the recognized agricultural authorities in an effort to better utilize and interpret the surveys. In detail, such an Agent, if coöperating with the Director of a Station or agencies of the Department of Agriculture within the State, might serve in the following ways:

(a) To interpret to the Director of the Station the results of the soil survey work within the State and keep him informed as to the progress of the work.

(b) To advise the Director of the kind of agriculture that can best be developed on the different types of soil surveyed in the State, so far as this is dependent upon or influenced by types of soil.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

October 13, 1914.

MEMORANDUM NO. 39. (REVISED.)

POLICY OF THE DEPARTMENT OF AGRICULTURE RESPECTING SOIL SURVEYS.

The purpose of a soil survey is to map, classify, and correlate soils, to determine and describe their field characteristics, to report upon the actual use being made of the soil, and upon the relative efficiency of the several soil types.

The results of a soil survey as expressed in the soil map and report are of practical as well as of scientific value. To the farmer, the colonist, the investor and others it furnishes data for determining land values and the use of soils. To the investigator of crops, in crop development and production, in plant diseases and immunity, and for the dairy industry and stock raising it supplies basic knowledge of the character of the soil upon which experiments are being carried out.

The most pressing need for the soil survey and the place where its value will be most apparent is in furnishing a basis for the many investigations that are going on in the lines of farm management, farm demonstration, rural economics, crop investigations and animal industry in the several States.

The selection of soils areas to be surveyed shall be made by the Secretary or the Assistant Secretary. In determining these areas, advice or recommendation will be requested of State Agricultural Colleges and Experiment Stations and of State Departments of Agriculture, and other State

institutions authorized to engage in soil survey work. Advice or recommendations may also be requested of the bureaus, offices, divisions and officials of the Federal Department of Agriculture or other Departments or branches of the Federal Government.

Soil surveys undertaken upon the recommendation of any one of the various branches of the Department should be on a cooperative plan and should be designed to form a basis for the utilization of agricultural lands within the forests and elsewhere, the extension of the rural organization service, the better development of farm management studies, and in general the furnishing of such fundamental facts as the soil survey can give, to the end of enabling those engaged in crop production studies in the Department to more intelligently undertake such studies.

In considering requests from State agencies, preference will be given to those States which have funds at their disposal for cooperative soil survey work.

In conducting soil survey work in cooperation with States, it may be necessary from time to time, to locate, within the States, State Soil Agents whose duty it will be to become thoroughly familiar with soil conditions within the respective States and to cooperate with the recognized agricultural authorities in an effort to better utilize and interpret the surveys. In detail, such an Agent, if cooperating with the Director of a Station or agencies of the Department of Agriculture within the State, might serve in the following ways:

(a) To interpret to the Director of the Station the results of the soil survey work within the State and keep him informed as to the progress of the work.

(b) To advise the Director of the kind of agriculture that can best be developed on the different types of soil surveyed in the State, so far as this is dependent upon or influenced by types of soil.

(c) To advise the Director as to the needs of the different types of soil with respect to cultural treatment, rotation of crops, fertilizer requirements, and so forth.

(d) To advise the Director as to location of experimental or test farms and to make such necessary surveys as will provide basic information for future agricultural experimentation on test farms.

(e) To advise in the same way as above with any representative of the Department of Agriculture that may be working within the State, either independently or in cooperation with the State.

No State Soil Agent shall be located in a State without a guarantee that the field expenses shall be paid by the organization making the request, the salary of such agent to be paid in full in the Bureau of Soils.

Carl Vrooman

acting Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1926 W
Please return to
the Secretary's File Room

MEMORANDUM NO. 40

Destruction of old records of the Bureau of Chemistry.

In accordance with the provisions of the Act of March 4, 1907, (34 Stat. 1281), it is hereby ordered that the papers mentioned below belonging to the Bureau of Chemistry, which do not constitute the permanent records and which are obsolete and worthless, may be destroyed by burning:

Orders for Supplies, on the storekeeper, Fiscal Year 1911.
Open Market Informal Quotations, Fiscal Year 1911.
Informal Bids, Fiscal Year 1911.

Authority is also granted the Chief of the Bureau of Chemistry to destroy or to sell as wastepaper all applications for leave for the calender year 1910 and years previous thereto.

C. W. Mauric

Acting Secretary.

Attest:

L M Estabrook

Chief Clerk.

O-S

EXCHANGE NO.

Exhibition of old records of the Bureau of Chemistry.

In accordance with the provisions of the Act of [illegible], 1907, (34 Stat. 1263), it is hereby ordered that the records enumerated below relating to the Bureau of Chemistry, which do not constitute the permanent records and papers of the Department of Agriculture, may be destroyed by disposal as waste paper:

Letters for Supplies, on the storekeeper, Three Years.
Open Market Purchase Quotations, Three Years.
Internal Vide, Fiscal Year 1911.

Authority is also granted the Chief of the Bureau of Chemistry to destroy or to sell as waste paper all [illegible] files for years for the calendar year 1910 and years previous thereto.

Attest:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

August 30, 1913.

M E M O R A N D U M NO . 40A

Regarding Correspondence relative to Work of the General Supply Committee.

In order that the best results may be accomplished and confusion avoided, in future all correspondence from the Department regarding the work of the General Supply Committee will be handled through the Department's representative on such Committee.

B. F. Lacey

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 12, 1913.

MEMORANDUM NO. 41.

FILED
★ OCT 16 1936 W
Please return to
Secretary's File Room

Appointment of Committee to Investigate the Use of Moving Pictures in Demonstration and Extension Work.

To Chiefs of Bureaus and Independent Offices:

A committee, consisting of Messrs. C. W. Thompson, G. W. Wharton, and J. A. Evans, has been appointed to investigate the usefulness of moving pictures in demonstration and extension work, and to investigate the possibilities of developing for the use of field workers such pictures as will be both entertaining and instructive. This committee held a preliminary meeting on September 8, and assigned to its different members the investigation of the entire moving picture field.

As a necessary preliminary to the actual work of making such films, the committee wishes to obtain from each Chief of Bureau or Independent Office, outlines or scenarios of films that can be used advantageously in the educational extension work of the Department.

A preliminary and careful test with a few specially prepared films will be made by sending one lecturer to South Carolina and another lecturer to Virginia. Chiefs of Bureaus and Offices, therefore, are requested to make suggestions, if

possible, for films within their provinces that would be applicable to and of direct practical agricultural value in these two States. The films, however, if this can be arranged, should deal with subjects that would be of direct usefulness in other States as well as in the two experimental territories.

In submitting these scenarios and suggestions, Chiefs of Bureaus should adhere as closely as possible to the following suggested outline:

1. The films should be both entertaining and instructive. They should avoid, as much as possible, the picturing of abstract scientific steps and other material in which the pictures alone would not give a complete story. Subjects calling for much verbal interpretation to make the practical application of the pictures clear to the audiences should, as far as possible, be avoided. The film should tell a complete story and point to the benefit of specific, practical measures such as the individual farmer, or a group of farmers, could put into effect.

2. The scenario, as far as possible, should provide for pictures showing human action and possess some dramatic element. Where possible, the scenario should be worked out in the form of a simple play in which human beings gain positive results by following the measures for which the Department seeks to secure adoption. This permits also of the showing of contrast pictures in which human failure or defeat follows neglect to observe proper measures. The negative, however, should be used sparingly -- major attention being given to developing the positive side.

3. It is possible, with the type of machine used, to show microscopic subjects. Resort to the microscope, however, should not be had unless the pictures are directly necessary to a practical understanding of the methods to be inculcated, and unless they can be made intelligible to the practical farmer, without too much talk from the lecturer or too much wording on the film legends.

4. The machines permit the demonstrator to stop the film and show ordinary stereopticon slides. The scenario, therefore, may provide for one or two still-life or other individual slides. These slides, however, should be used sparingly, and only when it is important to show in absolute detail a still-life subject. For example, such slides might be used to show a perfect ear of corn, perfect seed, or contrast pictures. These slides possess the advantage of keeping the image on the screen absolutely stationary, and also can be colored so as to bring out every detail of the still-life object to be shown. Microscopic views dealing with still-life should largely be confined to these stereopticon slides.

With each scenario there should be supplied (1) a statement as to who has the material and where and when views can be taken; (2) a statement of the educational result sought; and, (3) a statement as to the geographical territory in which the film has direct practical application.

In addition to the films which are designed to teach definite measures, the committee believes that certain films which are beautiful and encourage people to give deeper attention to the study of nature will be useful even if they have no direct practical value. A film of this character

would be that recently taken on the Life of the Bee, which, of course, has direct practical value for bee raisers, but is, at the same time, very interesting to those who do not own apiaries.

Chiefs of Bureaus and Independent Offices, therefore, are requested to submit suggestions not later than September 22 to the Committee on Moving Pictures, care of Office of Information.

Respectfully,

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 25, 1913.

MEMORANDUM NO. 42.

COMMITTEE ON BUILDINGS.

The following employees of the Department are designated as members of and shall constitute the Committee on Buildings:

R. M. Reese, Chief Clerk of Department, Chairman.
L. M. Estabrook, Chief, Bureau of Statistics.
James E. Jones, Chief Clerk, Bureau of Plant Industry.
Edgar B. Calvert, Asst. Chief, Division of Accounts, Weather Bureau.

The Committee shall be subject to the orders of the Secretary of Agriculture and shall direct and supervise, in the City of Washington, the construction of new buildings for the Department of Agriculture, the remodeling of buildings of the Department already erected, the rental of all buildings, and the assignment of office rooms and space.

The said Committee shall also act as a Board of Awards to consider all bids appertaining to the construction of any new buildings or the remodeling of any old buildings belonging to the Department.

Acting Secretary.

RMR

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

September 25, 1913.

MEMORANDUM NO. 43.

BOARD OF AWARDS.

The following employees of the Department are designated members of and shall constitute the Board of Awards:

R. M. Reese, Chief Clerk of Department, Chairman.
F. E. Meloy, Property Clerk, Bureau of Plant Industry.
C. C. Carroll, Chief Clerk, Bureau of Animal Industry.

The Board is hereby charged with the duty of opening, examining, and reporting upon informal bids and proposals of all kinds for furnishing supplies and for performing services for this Department (except for the Weather Bureau and for the Building Committee) during the fiscal year ending June 30, 1914. (See Paragraphs 22 to 26, inclusive, of the Fiscal Regulations.)

In the performance of official duties the Board is authorized to call upon the several chiefs of bureaus, divisions, and offices for information, for expert advice upon questions relating to the character of the supplies or services offered upon bids, and in ascertaining the adaptability of such supplies to the requirements of the service.

The Board is instructed to give careful and equitable consideration to all proposals that shall be placed before it, and to recommend, without fear, favor, or partiality, such action thereon as will, in its judgment, best subserve the true interests of the Department.

A. C. Gallowey

Acting Secretary.

DEPARTMENT OF AGRICULTURE.
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

October 11, 1913.

MEMORANDUM NO. 44.

Policy of Department in Matter of Participation in Expositions, Fairs, etc.

In view of the attitude of Congress in the matter of making exhibits at expositions, congresses, fairs, etc., as evidenced by legislation giving specific authority to make exhibits at the National Corn Shows and the Annual Dry Land Congress, etc., it is believed highly inadvisable and unwise for the Department to expend any of its funds for such purpose, unless there is specific authority from Congress to do so. Where, however, the officers of any exposition or fair are willing to bear the entire expense of preparing, transporting, and caring for the exhibits, including the expense of departmental employees while in attendance at such exposition, there would appear to be no objection to participation by this Department provided the regular work of the Department is not interrupted.

B. T. Galloway.

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

September 29, 1913.

M E M O R A N D U M N O. 44.

Policy of Department in Matter of Participation in Expositions, Fairs, etc.

In view of the attitude of Congress in the matter of making exhibits at expositions, Congresses, Fairs, etc., as evidenced by legislation giving specific authority to make exhibits at the National Corn Shows and the Annual Dry Land Congress, etc., it is believed highly inadvisable and unwise for the Department to expend any of its funds for such purpose, unless there is specific authority from Congress to do so. Where, however, the officers of any exposition or fair are willing to bear the entire expense of preparing, transporting, and caring for the exhibits, including the expense of departmental employees while in attendance at such exposition, there would appear to be no objection to participation by this Department provided the regular work of the Department is not interrupted.

Assistant Secretary.

Adopted-1.

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1936 W
Please return to
Secretary's File Room

October 9, 1913.

MEMORANDUM NO. 45

Re requests ~~to~~ Patent Office for Expediting Patents.

Attention of the various bureaus, divisions and offices is called to Rule 63 of the Rules of Practice in the United States Patent Office, which reads in part as follows:

"The following new applications have preference over all other new cases at every period of their examination in the order enumerated:

(1) Applications wherein the inventions are deemed of peculiar importance to some branch of the public service, and when for that reason the head of some Department of the Government requests immediate action and the Commissioner so orders; but in such case it shall be the duty of such head of a Department to be represented before the Commissioner in order to prevent the improper issue of a patent."

Requests are frequently received from persons outside of the Department that the Commissioner of Patents be asked to expedite the consideration of applications for letters patent pending before him. A great deal of difficulty has been experienced, however, in securing from the persons making these requests a complete description of the article or process to be patented, which is absolutely necessary before it can be determined whether or not the article or process is of peculiar importance to the Department.

In order that the policy of the Department may be uniform in dealing with these requests the following procedure should be

followed:

The Bureau interested should call upon the person making the request for a complete description of the article or process, and its uses, together with the serial number of the application for patent, before taking any further action in the matter. If this information is furnished, the Bureau should then decide whether or not the article or process, if patented, will be of peculiar importance to the Department, and whether or not the immediate consideration of the application and issuance of the patent would be of advantage to the Department in the prosecution of its work.

If it is so decided, a memorandum should be addressed to the Secretary reciting all the facts. The necessary letter will then be prepared to the Commissioner of Patents asking that immediate consideration be given to the particular application for patent, and in compliance with the above rule a member of the Office of the Solicitor will be designated to represent this Department before the Commissioner in order to prevent improper issue of the patent.

B. F. Galloway.

Assistant Secretary.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF
APPOINTMENT CLERK

October 23, 1913.

MEMORANDUM NO. 46.

Regarding Employment of Publicity Expert.

Attention is called to the following provision of "An Act Making appropriations to supply urgent deficiencies in appropriations for the fiscal year nineteen hundred and thirteen, and for other purposes;" approved October 22, 1913 (Public No. 32):

> "No money appropriated by this or any other Act shall be used for the compensation of any publicity expert unless specifically appropriated for that purpose" (p. 6).

This provision prohibits the payment of compensation of any "publicity expert" from present or future appropriations. The term "publicity expert," however, as used in this act, is of indefinite and uncertain meaning and is not defined by statute. Accordingly, the following definitions are given for the information of the bureaus, offices and divisions of the Department:

Definitions of "Publicity Expert".

One skilled or experienced in securing publicity for and in creating public opinion in favor of an individual, business or movement.

One skilled or experienced in securing publication of matter in the press designed to create public opinion in favor of or direct attention to an individual, business or movement.

One who strives to secure the publication in the news columns or reading pages of newspapers and magazines of matter properly belonging in the paid advertising columns.

An advertising expert.

One skilled in obtaining notoriety for persons, businesses or movements for pay.

A press agent, such as is employed by theatrical companies.

The chiefs of bureaus, offices and divisions are instructed, therefore, to see that no work of this character is performed by employees of their respective bureaus, in violation of the above-quoted provision of the Urgent Deficiency Act.

B. F. Galloway.

Acting Secretary.

V

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

RECEIVED
OCT 18 13
U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK

October 14, 1913.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

MEMORANDUM NO. 47.

In re travel reports.

It is desired to continue the practice of having all bureaus, divisions and offices of the Department report to the Secretary, in advance, all proposed travel from Washington.

For this purpose the attached blank form may be used. These reports should be sent daily to the Office of the Assistant Secretary where they will be filed.

The present monthly reports of travel, other than of travel from Washington, will be discontinued. The reports of travel from Washington will have to be continued in order to have the information available for the preparation of the annual report of travel from Washington required by Congress.

This order will be effective October 16, 1913.

B. F. Galloway

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OCT 21 19
APPOINTMENT OFFICE

October 13, 1913.

MEMORANDUM NO. 48.

FILED
OCT 16 1936
Please return to
the Secretary's File Room

Regarding Purposes of Office of Information

Some time ago the Office of Information was established in the Department, with Mr. G. W. Wharton in charge. In order that the purposes of this Office may be fully understood, the following statement is made:

The function of the Office of Information is to secure the widest possible circulation for the discoveries and recommendations of the scientists, specialists, and field workers in the Department of Agriculture. The facts given out may be secured from printed bulletins or circulars, official reports or oral statements of specialists. The matter so prepared and disseminated shall give accurate and popular statements of the work of the Department in a form that will attract the attention of readers and lead them to adopt the methods recommended.

All matter before issue by the Office of Information shall first have the approval of the Chief of the bureau, division or office in which the information originated, and shall then receive the approval of the Secretary or Assistant Secretary. The above instructions as to the character of the matter to be issued shall apply fully to the matter published in the Weekly News Letter or in bulletins, circulars, announcements, or any other information supplied to the public in oral or written form by the Office of Information.

It is requested that all bureaus, divisions and offices of the Department will cooperate in every way with the Office of Information, in order that its purposes, as outlined above, may be carried out to their fullest extent.

B. T. Galloway.

Acting Secretary.

DEPARTMENT OF AGRICULTURE.
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY

October 24, 1913.

MEMORANDUM NO. 49.

Regarding a Reduction in the Number of Temporary Clerks, Stenographers, and Typewriters

---

The Civil Service Commission has requested the Department to reduce as much as possible the number of temporary appointments of Clerks, Stenographers, and Typewriters in this Department. The cooperation of heads of bureaus, offices, and independent divisions is requested in this matter. It is, of course, necessary at times to employ temporary help of this character, but where such temporary help is employed continuously throughout the year, the Commission believes that a need for permanent help exists and that the employment of temporary assistants under such conditions is evading the law of apportionment.

B. T. Galloway.

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

November 1, 1913.

MEMORANDUM 50

Advisory Committee on Finance.

For the purpose of advising the Secretary as to methods of improving the handling of the fiscal affairs of the Department, with a view to promoting efficiency in this direction, and to suggest plans for the preparation of programs of work, projects and budgets, for presentation to the committees of Congress when necessary, the following advisory committee on finance is hereby appointed:

Mr. Leon M. Estabrook, Chairman,

Dr. Milton Whitney,

Mr. Alex. McC. Ashley,

Mr. W. F. Callander,

Mr. R. M. Reese.

This committee will receive at all times suggestions looking to the improvement of the method of handling the financial affairs of the Department. It will report directly to the Assistant Secretary.

R. Tracy

Assistant Secretary.

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

OFFICE OF
APPOINTMENT CLERK

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

November 1, 1913.

MEMORANDUM NO. 51.

Administrative Examination of Transportation Vouchers.

It is hereby directed that in the future the administrative examination of all transportation vouchers, including passenger, freight, express, telegraph and telephone, shall be handled by the transportation section under Mr. E. E. Forbes, who will report to the Assistant Secretary. These accounts will be sent to the Disbursing Officer of the Department for settlement. The collection of mileage and scrip refunds and all refunds for whole or unused parts of tickets shall be made by Mr. Forbes.

All previous orders along this line are hereby revoked.

B. T. Galloway.

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

November 5, 1913.

MEMORANDUM NO. 52.

Paragraph 3 of Memorandum No. 29, issued June 18, 1913, is hereby amended so as to provide that the clerical committees on efficiency of the various bureaus, independent divisions, offices and boards shall consist of not more than three members, to be designated by the Secretary or Acting Secretary.

As amended, the paragraph in question will read:

> (3). A committee on efficiency will be appointed in each bureau, independent division, office or board, and shall consist of not more than three members, designated by the Secretary or Acting Secretary. Such committee will consider the semi-annual efficiency reports and all other pertinent facts and will determine efficiency ratings and relative standings of employees. The committee will have the privilege of calling for all information necessary to enable them to fix the relative standing of any employee.

In accordance with this amendment the following committees on efficiency are appointed, to consider the semi-annual efficiency reports and determine efficiency ratings and relative standings of all clerks and employees below the grade of clerk in their respective bureaus, independent divisions, offices and boards:

Office of the Secretary.

R. M. Reese, Chairman.
W. P. Jones.
W. F. Callander.

Forest Service.

A. F. Potter, Chairman.
James B. Adams.
R. Y. Stuart.

Bureau of Stastics.

L. M. Estabrook, Chairman.
N. C. Murray.
S. A. Jones.

Bureau of Chemistry.

(Asst.Chief,-Not yet appointed), Chairman.
H. M. Loomis.
F. B. Linton.

Bureau of Plant Industry.

David Fairchild, Chairman.
M. B. Waite.
W. J. Spillman.

Weather Bureau.

E. H. Bowie, Chairman.
E. B. Calvert.
Preston C. Day.

Office of Public Roads.

Logan W. Page, Chairman.
(Asst.Director -Not yet appointed.)
Vernon M. Peirce.

Bureau of Animal Industry.

John R. Mohler, Chairman.
B. H. Rawl.
C. C. Carroll.

Office of Exp. Stations.

E. W. Allen, Chairman.
R. D. Marsden.
R. P. Teele.

Insecticide & Fungicide Board.

M. B. Waite, Chairman.
C. C. McDonnell.
J. G. Shibley.

Bureau of Soils.

C. F. Marbut, Chairman.
A. G. Rice.
Frank K. Cameron.

Library.

Miss C. R. Barnett, Chairman.
Miss E. B. Hawks.
Miss H. M. Thompson.

Federal Horticultural Board.

Geo. B. Sudworth, Chairman.
R. C. Althouse

Division of Accounts and Disbursments.

W. R. Fuchs, Chairman.
W. J. Nevius.

Bureau of Biological Survey.

T. S. Palmer, Chairman.
E. W. Nelson.
A. K. Fisher.

Division of Publications.

Jos. A. Arnold, Chairman.
B. D. Stallings.
John O. Riley.

Bureau of Entomology.

C. R. Marlatt, Chairman.
R. S. Clifton.
F. M. Webster.

Office of Markets.

W. A. Sherman, Chairman.
R. V. Bailey.
G. V. Branch.

B. T. Galloway

Acting Secretary.

CFM Be

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU.
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

November 30, 1914.

The Honorable,

The Secretary of Agriculture.

Sir:

I have the honor to suggest a modification of the provisions of Department Memorandum No. 52 amending paragraph 3 of Memorandum No. 29, concerning the membership and appointment of the so-called Committees on Efficiency of the various bureaus. In accordance with the amended memorandum, each efficiency committee consists of three members designated by the Secretary or the Acting Secretary. Originally, the committees had a membership of five, and it is the experience of the Weather Bureau that such a membership is rather better than one of three. Our point of view is simply that the most impartial and fair results possible are aimed at in the findings of these committees. It seems to us that with a small membership it is possible that the merits and qualifications of some of the employees may be personally known to members of the committee and thus receive, unavoidably and unintentionally on the part of any of the committee, a recognition which some other employees equally deserving, but whose personality and work are not so well known, might not receive. Naturally, a committee of larger membership will have a personal acquaintance with a greater number of the employees,

and with this object in view we would suggest that the Weather Bureau Efficiency Committee, at least, be composed of five members, to include the present membership and, in addition, Mr. C. C. Clark, the Chief Clerk of the Bureau, and Mr. H. E. Williams, the Chief of the Forecast Division, whose official positions, as well as their experience with the personnel of the Bureau, eminently qualify them to discharge the important duties assigned to the Efficiency Committee.

Very respectfully,

C. F. Marvin.

Chief of Bureau.

D. S. H.

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

File Copy

December 4, 1913.

MEMORANDUM NO. 53.

Regarding attendance upon meetings of scientific and related societies.

With a view to clearly defining procedure in the matter of attendance by employees of the Department at meetings of scientific and related societies the following memorandum is submitted.

The Department may from time to time desire to have a limited number of representatives attend such meetings, either to acquire information or to present facts of interest and value to the public. In such cases the Department will officially designate the representatives, and their usual expenses for travel and subsistence will be paid.

It is recognized that the attendance of scientific workers at meetings of their associates is desirable, but it is believed that such attendance should be regarded more for the purpose of instruction and training, of direct personal advantage to the employees. Employees should be encouraged to attend such meetings, and when attendance is recommended by the chief of the Bureau concerned, leave of absence with pay may be granted. All expenses, however, should be borne by the employee. Emphasis should be laid on the necessity for not permitting the work to be injured by over-depletion of the force at any one time.

Each case will need to be treated on its merits and re ceive the recommendation of the Chief of Bureau and the ap proval of the Secretary in advance.

B. F. Gateway

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 2, 1913.

MEMORANDUM NO.

Regarding attendance upon meetings of scientific and related societies.

Question has arisen as to the proper procedure in the matter of attendance by employees of the Department at meetings of scientific and related societies when the subjects presented and discussed bear upon the work of the Department.

The Department may from time to time desire to have a limited number of representatives attend such meetings, either to acquire information pertinent to its work or to present facts of interest and value to the public. In such cases the Department will officially designate its representatives and their usual expenses for travel and subsistence will be paid. It is recognized that the attendance of scientific workers at meetings of their associates is desirable, but it is believed that such attendance should be regarded in the nature of instruction and training and therefore not official. Therefore, within certain limits employees should be encouraged to attend meetings of the kind here considered, and when such attendance is recommended by the Chief of the Bureau concerned leave of absence with pay may be granted. All expenses, however, should be borne by the employee. Emphasis should be laid on the necessity for not permitting the work to be injured by over-depletion of the force for the procedure herein treated.

Each case will need to be treated on its merits and receive the recommendation of the Chief of Bureau and the approval of the Secretary in advance.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 26, 1909.

GENERAL ORDER No. 135.

Before incurring any expense, salary or otherwise, in connection with attendance upon any conventions or meetings of associations of any kind, officers and employees of the Department of Agriculture must in each case obtain in advance specific written authority from the Secretary.

This order will take effect July 2, 1909, and Special Order of June 17, 1907, is amended accordingly.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 21, 1910.

GENERAL ORDER No. 141.

Hereafter no expenses other than for salaries will be allowed subordinate employees of the Department of Agriculture while in attendance, at their own request, upon any conventions or meetings of associations of any kind.

Special order of June 17, 1907, is amended accordingly.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1, 1912.

Attention is invited to the following provision in the Act, approved July 25, 1912, making appropriations to provide for the expenses of the government of the District of Columbia for the fiscal year ending June thirtieth, nineteen hundred and thirteen, and for other purposes:

"Sec. 8. No money appropriated by this or any other Act shall be expended for membership fees or dues of any officer or employee of the United States or of the District of Columbia in any society or association or for expenses of attendance of any person at any meeting of such societies or associations of members of any society or association, unless such fees, dues, or expenses are authorized to be paid by specific appropriations for such purposes or are provided for in express terms in some general appropriation."

Hereafter, in conformity with the foregoing provision, no officer or employee of the Department of Agriculture attending any convention or meeting of an association of any kind will be reimbursed for any expenses incurred in connection therewith. In case officers or employees desire to attend at their own expense society or association conventions or meetings which have for their object the advancement of matters relating directly upon the work of the Department of Agriculture or which otherwise related to the work of the Department, permission must be secured in advance from the Secretary upon the recommendation of the Chief of the Bureau involved. When such permission is granted by the Secretary the time required by officers or employees in proceeding to and attending the meetings, in attending to matters thereon, and in returning to their official duties, will be charged as annual leave, with or without pay, as the Secretary may direct.

All previous orders in conflict with the above are hereby revoked.

James Wilson

Secretary.

(COPY)

June 17, 1907.

SPECIAL ORDER.

CHIEFS OF SCIENTIFIC BUREAUS AND INDEPENDENT OFFICES:

In connection with attendance upon meetings of the various societies having for their object the advancement of those sciences related to and having a direct bearing upon the work of the Department of Agriculture, customary travel and subsistence expenses of Chiefs of Scientific Bureaus and Independent Offices will be borne by the Department. Similar expenses will be allowed subordinates ordered by the Secretary to attend such meetings, but subordinates attending on their own request will be reimbursed for railroad and Pullman fares only, and not for subsistence either en route or at the place of meeting.

JAMES WILSON,

Secretary of Agriculture.

(over)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 7, 1909.

SPECIAL ORDER.

The attention of officers and employees of the Department is directed to the memorandum opinion of the Solicitor published herewith on the provisions of Section 9 of the Sundry Civil Act approved March 4, 1909, and the authority vested in the Secretary of Agriculture to authorize payment of salary and expenses to officers and employees of the Department for attendance upon the meetings of scientific societies.

The opinion of the Solicitor is approved and is to be followed by all officers in requesting authorization for such attendance.

James Wilson

Secretary of Agriculture.

OPINION OF THE SOLICITOR.

JUNE 4, 1909.

MEMORANDUM FOR THE SECRETARY:

The attached memorandum from Doctor Bigelow raises the following question: May certain scientific employees of the Department who are members of the American Chemical Society be paid both salary and expenses, or either, for attending the meeting of the American Chemical Society in Detroit this month?

You direct me to consider this question in connection with Section 9 of the Sundry Civil Act approved March 4, 1909 (Public No. 328). Section 9 reads as follows:

That hereafter no part of the public moneys, or of any appropriation heretofore or hereafter made by Congress, shall be used for the payment of compensation or expenses of any commission, council, board, or other similar body, or any members thereof, or for expenses in connection with any work or the results of any work or action of any commission, council, board, or other similar body, unless the creation of the same shall be or shall have been authorized by law; nor shall there be employed by detail, hereafter or heretofore made, or otherwise personal services from any executive department or other Government establishment in connection with any such commission, council, board, or other similar body.

The effect of Section 9 is, first, to prohibit the payment of any official moneys—

(a) As compensation or expenses of any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law;

(b) As compensation or expenses of any member of any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law;

(c) As expenses in connection with any work or the results of any work or action of any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law;

Second, to prohibit the employment by detail or otherwise of personal services from any executive department or other Government establishment in connection with any commission, council, board, or other similar body unless the creation of the same shall be or shall have been authorized by law.

It is a matter of common knowledge, attested by the debates in Congress, and by the written comment of the Executive before approving the bill in which Section 9 is found, that the intent of Congress was to strike at commissions, etc., appointed by Federal Executive authority, without warrant of law, and to my mind the application of Section 9, as a matter of law, is so restricted. This view is supported by the opinion of Attorney-General Wickersham, who says: "The commissions or boards referred to in Section 9 of the act of March 4, 1909, are commissions or boards constituted without authority of law" (Op. Atty. Gen., April 14, 1909, F. I. D. No. 107).

The American Chemical Society is an organization of chemists throughout the United States. It does not pretend to have any official status and no effort has ever been made to employ the Society as a governmental agency, or to divert official moneys or personal service of employees of the Government in support of the work of the Society. For this reason I am of opinion that Section 9 has no application to that Society, or to the question presented by Doctor Bigelow.

It does not follow by any means that, under all circumstances, you are authorized to pay the salaries and expenses of employees of this Department while they are attending the meetings of the American Chemical Society. If they attend such meetings by your direction in order, while there, to render service to the Department, the payment of their salaries, and the payment of their expenses from an available appropriation, are clearly warranted. If, however, such employees attend the meeting, merely with your permission, and as members or officers of the Society, for the purposes of the Society, and not for the purpose of rendering service to the Department, then it is equally clear that you are no more warranted in paying such salaries and expenses of such employees than you would be warranted in paying them salaries and expenses for attending a meeting of the stockholders or directors of some mercantile corporation in which they may be interested, and this, although the meeting of the American Chemical Society may be of public interest and productive of information along lines in which the Department of Agriculture is working.

Applying the foregoing principles to the concrete case submitted, it follows that if Doctors Bigelow and Cameron and the others mentioned are to attend the meeting of the American Chemical Society, there to perform services for the Department along the lines of their employment, you are authorized, in your discretion, to pay them both salaries and expenses, or either. If, however, Doctors Bigelow and Cameron, who are officers of the Society, are to attend the meeting as officers of the Society, to do the work of the Society, they are not entitled to the payment of their expenses and are only entitled to salaries for the time consumed by such attendance, in the event that you grant them annual leave with pay for the time involved.

Very respectfully,

GEO. P. MCCABE,
Solicitor.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

File

MEMORANDUM NO.

Regarding Attendance Upon Meetings of Societies for Advancement of Sciences.

In order that a uniform policy may be pursued by the various scientific bureaus and independent offices, the following principles will hereafter govern the attendance, by officers and employees of the Department, upon meetings or conventions of societies or associations having for their object the advancement of those sciences relating to or having a direct bearing upon the work of the Department of Agriculture:

1. No officer or employee of the Department will be authorized to attend any meeting or convention of the character indicated except for the purpose of acquiring or giving information on subjects directly relating to the work of the Department authorized by law.

2. The Chief of any scientific bureau or independent office will be authorized to attend any meeting or convention of the character indicated, for the purposes set forth in Paragraph 1, whenever, in his opinion, it is advisable that his bureau or office should be represented at such meeting

or convention, and his travel and subsistence expenses will be borne by the Department.

3. If, for any reason, the chief of any scientific bureau or independent office is unable to attend any particular meeting or convention of the character indicated, at which he deems it advisable that his bureau or office should be represented, he may designate one of his subordinated to attend the meeting or convention, and the travel and subsistence expenses of such subordinate will be borne by the Department.

4. Other employees desiring to attend a meeting or convention of the character indicated must obtain permission, in advance, from the Secretary or Acting Secretary, upon the recommendation of the chief of the bureau or independent office involved, but no expenses, other than for salaries, will be allowed such employees by the Department.

The principles set forth in this memorandum do not apply to meetings of farmers, live-stock growers and others interested in agriculture (including horticulture and forestry).

All previous orders and memoranda are amended accordingly.

Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

December 9, 1913.

MEMORANDUM NO. 54.

Regarding retention on the rolls of employees who leave the service to take up other work.

Certain questions having arisen regarding the retention on the rolls of employees who leave the service to take up other lines of work, the following statement is made in order that the policy of the Department in this respect may be clearly understood:

It is believed to be contrary to the best interests of the service to follow any general plan by which such employees, regularly in the classified service, will be retained on the rolls in any capacity in order that their civil service status may be preserved. When employees, however, leave the Department to engage in or carry on work of a public nature, such as that connected with an agricultural college or experiment station, or some other state, federal, or public agency, it is recognized that it may frequently be desirable that they should maintain, in some way, their connection with the Department. In such cases, there would seem to be no objection to their retention on the rolls, either at a nominal annual salary or on a

per diem basis, provided it is desirable to establish or maintain cooperative relations. No general rule can be laid down to cover all cases of this kind. Each case will be considered on its merits and must receive the approval of the Secretary or Acting Secretary, upon the recommendation of the Chief of the Bureau, office, or division involved.

In no case should employees who leave the service to engage in private or commercial work be retained on the rolls in order to preserve their civil service status, or for any other purpose. If there are any employees of this type now carried on the rolls of any of the bureaus, offices, or divisions of the Department, they should be separated from the service in the usual manner.

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
★ OCT 16 1926 W

December 19, 1913.

MEMORANDUM NO. 55.

Regarding Motion Picture Activities of the Department.

The following recommendations, contained in the final report of the preliminary committee appointed by Memorandum No. 41 to investigate the use of moving pictures by the Department, have been approved:

1. The Department can employ motion pictures to advantage in promoting interest in certain agricultural activities and in direct educational work in certain specific fields. The Department should carry on experimental work to determine the further educational possibilities of motion pictures, and to develop films for immediate use.

2. The Section of Illustrations, Division of Publications, should be equipped with complete apparatus for taking and developing motion pictures.

3. The preliminary committee should be discharged and a committee appointed to develop the Department's motion picture activities, conduct the necessary experiments, review scenarios, make recommendations, and coordinate the motion picture work.

In accordance with these recommendations, the Division of Publications (Section of Illustrations) has been authorized to purchase and install a complete motion picture photographic apparatus. To carry on the work recommended by the preliminary committee, the following committee is hereby appointed:

Geo. W.Wharton, Office of Information, Chairman.

C. W. Thompson, Rural Organization Service.

J. A. Evans, Farmers' Cooperative Demonstration Work.

O. H. Benson, Office of Farm Management.

A. B. Boettcher, Division of Publications.

When the chief of any bureau, division or independent office believes it desirable that motion pictures of the work and activities of his bureau, division, or office, should be developed, projects or scenarios of the proposed pictures should be prepared and submitted to this committee for consideration and recommendation to the Assistant Secretary. If the making of such pictures is approved by the Assistant Secretary the facilities of the motion picture laboratory, which will be established in the Section of Illustrations, will be placed at the service of the bureau, division, or office involved. In each case, all expenses for actual material and travel of the photographers will be borne by the bureau, division or office for which the pictures are made.

It is requested that the fullest cooperation be given this committee in its work of developing the educational use of motion pictures by the Department.

Acting Secretary.

DEPARTMENT OF AGRICULTURE,

WASHINGTON, D. C.

OFFICE OF ASSISTANT SECRETARY.

December 23, 1913.

MEMORANDUM NO. 56.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

Relative to the administrative examination of accounts in the bureaus and independent offices of the Department of Agriculture.

(1) On January 1, 1914, the technical audit of transportation and communication accounts, being in conflict with the provisions of the Act of August 23, 1912 (37 Stat., 375), and Memorandum No. 24 of this Department, will be discontinued.

(2) On January 1, 1914, the Transportation Section at present in charge of Mr. E. E. Forbes, will be abolished, and bills of lading will thereafter be issued by the bureaus. Mr. Forbes will be assigned to the Assistant Secretary's Office, will furnish to the bureaus such expert advice relative to transportation and communication accounts as they may require, and will supervise incoming combined accounts of such character and distribute same to the bureaus directly interested.

(3) All accounts for passenger, freight, express, drayage, telegraph and telephone service will be handled by the bureaus as prescribed in Memorandum No. 24; except that all freight accounts will be scheduled to the Treasury Department for direct settlement.

(4) In consonance with the foregoing, correspondence regarding the administrative examination of all accounts will be conducted by the bureaus concerned.

(5) All orders, rules, and regulations in conflict with these regulations are hereby annulled.

R. A. Ballinger

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 18, 1913.

MEMORANDUM NO. 57.

Establishment of Service and Regulatory Announcements.

FILED
★ OCT 16 1926 W

The present plan of issuing, in single sheet form, decisions, notices of judgment, quarantine and other orders, under the various regulatory acts entrusted to this Department for enforcement, has resulted, in some instances, in confusion to the public, who find it difficult to gain complete knowledge of all the regulatory matters acted upon by the Department in any given period. Under the present system it is impossible to combine and index these regulatory announcements into complete volumes for Departmental use. In addition no provision is made at the present time for the publication of informal decisions, extracts from correspondence, and other information of general interest under these regulatory acts.

In order to provide for the publication, in practical and convenient form, of all such matters, the following plan will be adopted, effective January 1, 1914:

1. Each bureau or board charged with the enforcement of regulatory acts will issue once a month, or less frequently as the material warrants, service and regulatory announcements, in printed bulletin form and standard size. The title of these announcements will be as follows:

Bureau of _____.
Service and Regulatory Announcements.
No. _____. (Date).

2. These announcements should contain a complete periodic record of all regulatory matters. This would include the text of published notices of judgment, the text of decisions, formal and informal, the text or a digest of notices of hearings, quarantine and other orders, extracts from correspondence and such other information as establishes precedent or deals with service or regulatory matters of which the public should have notice.

3. Material for the service announcements will be prepared by each bureau or board, and, after approval by the chief or chairman, will be transmitted to the Division of Publications, where it will be carefully examined to prevent duplication or conflict, edited, and prepared for publication. The material will then be sent to the Solicitor for approval. In order that the announcements may be issued promptly all material should be in the hands of the Division of Publications on the first day of each month.

4. The issuance of the regular service announcements will not supersede the publication, in other form, of notices, orders, or other announcements requiring immediate publication or which are necessary for the proper enforcement of the regulatory acts. Where individual publications are necessary, however, they should be printed in bulletin size and the type held for reprinting in the service announcements. In the case of notices of judgment, not more than 1,000 copies, or such

smaller number as the Solicitor and the bureaus or boards directly affected may need for purposes of record or answering individual correspondents, will be printed in single sheet form. Widespread publication of these notices of judgment will be secured through the service announcements, which will be printed from the type used in issuing the individual notices. The present practice of binding notices of judgment for public distribution will be discontinued. A sufficient number, however, may be bound for Departmental records, and for the use of the Dept of Justice. The Superintendent of Documents will be authorized to sell notices of judgment, either in single or bound form, to meet any demand beyond that covered by the distribution provided for in this memorandum.

5. Each bureau or board should order only such an edition of its own announcements as it deems necessary for free distribution and to comply with the law. The mailing lists should be revised immediately so as to reduce to the lowest possible or legal minimum the number of persons to whom these announcements are sent free. As far as practicable, not more than one copy should be sent to any individual. The Superintendent of Documents will be authorized to establish a subscription, single-number, and bound-volume price for these announcements in order to supply any demand beyond that covered by free distribution.

6. The Division of Publications will retain from the edition of the announcements of each bureau or board as many cop-

ies as may be necessary for binding and indexing in single volumes, in order that complete information of all regulatory action may be available in convenient form. The free circulation of these bound volumes will be limited to the officers of the Government and cooperating State officials.

7. The Forest Service may continue to issue its manuals and other regulatory publications, which are amended from time to time by means of pasters, in their present size and form. Copies of these publications will then be combined periodically and indexed with the other service announcements. If deemed desirable, the announcements of the Bureau of Chemistry concerning meat and meat food products under the Food and Drugs Act may be printed in connection with the service announcements of the Bureau of Animal Industry, and other bureaus or boards may make similar combinations in the interest of unity for publication.

H. C. Taylor

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,

INSECTICIDE AND FUNGICIDE BOARD,

WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE TO THE INSECTICIDE AND FUNGICIDE BOARD.

December 26, 1913.

In reply refer to
J.G.S.

Dr. B. T. Galloway,

Assistant Secretary.

S i r :

Acknowledging your memorandum of the 22d inst., relative to the publication of service and regulatory announcements, I beg to say that consideration has been given the photographic copy of draft of memorandum which it is proposed to issue on the subject. The Board is of opinion that the scheme of publication outlined will be fruitful of very satisfactory results, and we see no objection to the procedure as given in tentative memorandum of December 18, 1913.

Respectfully,

W. B. Stark

Acting Chairman.

United States Department of Agriculture,
Bureau of Plant Industry.

P

Office of Chief of Bureau.

Washington, D. C., December 24, 1913.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

Dear Doctor Galloway:

Referring to your memorandum of the 22nd instant, regarding a proposed change in the method of disseminating information of general interest regarding regulatory work administered by the Department, I have carefully examined the proposed memorandum. This Bureau administers but little regulatory work, and we could readily conform to the plan outlined in the proposed memorandum by issuing an occasional announcement such as is proposed.

Yours very truly,

Wm. A. Taylor

Chief of Bureau.

LAS

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO
R

December 24, 1913.

Dr. B. T. Galloway,

Assistant Secretary of Agriculture.

Dear Dr. Galloway:

I have given consideration to your memorandum of the 22d and accompanying papers with regard to a proposed plan for the issuance of service and regulatory announcements, and the plan outlined in the draft of the memorandum which you propose to issue meets with my approval. This plan will necessitate only slight changes in the present form of our monthly publication, Service Announcements.

I especially approve of the proposal to have the Superintendent of Documents fix a subscription price. This will relieve us of some embarrassment and criticism to which we have been subjected in the past because we did not have enough copies printed to supply all applicants.

I respectfully suggest that the new plan be put into effect at the beginning of the year 1914 as you doubtless contemplate. This would be a good time for us to make the change in our publication. We have been preparing an index at the end of each year.

In our experience we have found it sometimes very important to issue orders or instructions promptly, and occasionally it has been necessary to issue them in separate form as circular letters instead of waiting for the next issue of the monthly publication. If such cases are to be minimized it will be essential that the material be

handled and issued very promptly. I therefore suggest that in connection with paragraph 3 the Division of Publications and the Solicitor's office be requested to expedite the handling and issuance of material as much as possible.

The provision that announcements of the Bureau of Chemistry concerning meat and meat food products under the food and drugs act may be printed in connection with the Service Announcements of the Bureau of Animal Industry is entirely agreeable to me if it is satisfactory to Dr. Alsberg.

Very truly yours,

Chief of Bureau.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

December 24, 1913.

MEMORANDUM FOR DR. GALLOWAY:

By your memorandum of the 22d instant Mr. Caffey is directed to submit to you not later than Wednesday, the 24th instant, his comments on the proposed memorandum to establish service and regulatory announcements.

As you undoubtedly know Mr. Caffey left here on Monday to be gone until about January 1. I therefore assume to submit to you, in the absence of any other direction from you, my own views of the memorandum for whatever use they may be to you.

I think the plan is an excellent one, and the specific directions contained in your memorandum as to carrying this plan out appear to be fully adapted to the results you wish to attain. I have but one suggestion, and that is in reference to bound volumes of the notices of judgment issued in compliance with the Food and Drugs Act. The memorandum provides that a sufficient number may be bound for Departmental records. I think provision should be made for such a number of these bound volumes as will enable the Department to furnish them to United States Attorneys who constantly use this publication in litigation

in Food and Drug cases. There are upwards of one hundred United States Attorneys to whom these bound volumes should be distributed.

Very respectfully,

Acting Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

IN REPLY REFER TO
HML-NP

December 24, 1913.

MEMORANDUM TO THE ASSISTANT SECRETARY:

Your memorandum of December 22nd, addressed to Dr. Alsberg, has been referred to me in his absence.

While I believe that Mr. Wharton's plan for the publication of service and regulatory announcements is an excellent one in most of its features, I fear that it may greatly restrict and curtail the distribution and circulation of the notices of judgment, with special reference to the Food and Drugs Act. I feel that this is the most effective feature of the Food and Drugs Act and that anything which would tend to reduce its effectiveness would be a serious weakening of that act.

It is undoubtedly Mr. Wharton's plan to distribute information regarding the notices of judgment to the press of the country, but in my opinion this is not a wholly satisfactory method, as the more powerful interests are often able to reduce the value of such publication to a minimum, if not completely to suppress it.

I have discussed this matter with Mr. Mitchell and he has expressed himself as in hearty accord with this opinion.

Respectfully,

H. L. Wiley

Acting Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE,
FEDERAL HORTICULTURAL BOARD,
WASHINGTON, D. C.

December 23, 1913.

Dear Doctor Galloway:

Referring to your memorandum of December 22nd, in relation to service and regulatory announcements of the Department of Agriculture, you are respectfully advised that I heartily approve the plan outlined, as far as it applies to the Federal Horticultural Board, and shall be very glad to make compliance with the suggestion given in your memorandum of December 18th.

The present mailing list of this Board is about 2200 and includes the State inspectors, who are collaborators of the Board; all permittees, namely, importers and brokers; a small list of horticultural papers, and a small Departmental list. There is, in addition, a foreign list of some 600, including foreign shippers and officials. The list of permittees, amounting to some two thousand can undoubtedly be considerably reduced, and this reduction will be immediately undertaken.

Yours very truly,

C. L. Marlatt
Chairman of Board.

Dr. B. T. Galloway,
Assistant Secretary,
Department of Agriculture.

clm/ rca/b

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

F

December 23, 1913.

Dr. B. T. Galloway,
Assistant Secretary of Agriculture,
Department of Agriculture.

Dear Dr. Galloway:

Your letter of December 22 to Mr. Graves is received in his absence. I have reviewed carefully the proposed memorandum on the Establishment of Service and Regulatory Announcements. It seems to me that the plan proposed is excellent and I have no suggestions to offer.

Very sincerely yours,

A. F. Potter

Acting Forester.

W

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

December 23, 1913.

Dr. B. T. Galloway,

Assistant Secretary of Agriculture.

Dear Doctor Galloway:

I have given careful attention to your memorandum of December 22nd and accompanying papers and have no comments or suggestions to make thereon further than to state that the plan for the publication of service and regulatory announcements seems to me to be excellent and promise satisfactory results, and I shall be glad to aid in the undertaking to the extent of my power.

Very truly yours,

H. W. Henshaw

Chief, Biological Survey.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

November 12, 1913.

Dr. B. T. Galloway,

Assistant Secretary of Agriculture.

Sir:

In conformity with your memorandum of October 27, the undersigned joint committee from the Forest Service, Bureau of Plant Industry, Office of the Solicitor, Biological Survey, Bureau of Chemistry, Federal Horticultural Board, Insecticide and Fungicide Board, and Bureau of Animal Industry, has carefully considered the advisability of issuing a publication by this Department of the general character of the "Treasury Decisions." As a result of several conferences the following report is respectfully submitted:

In addition to the formal decisions, informal interpretations are made from time to time in the course of correspondence, and the more important of these interpretations should receive wider publicity by means of circular letters or formal printed digests of such letters issued at convenient intervals. This applies to the individual correspondence under all of the regulatory laws of the Department.

It does not appear that a general publication similar to "Treasury Decisions", to include the formal decisions under the various regulatory laws of this Department and the informal

interpretations of these laws in correspondence, is desirable, for the reasons that the classes of people to be reached are so different under different laws that it would require a very large issue of one publication to cover the whole field, with a consequent large expense and waste of printed matter.

The edition of such a publication which would be necessary is indicated by the existing mailing lists under these laws of the Department shown by the attached table.

Name of Pamphlet:	Edition:	Total Annual No.	Time of Issue:	Cost Fiscal Year.
Food Inspection Dec.	20,000:	125000:	Irregular	$137.28
Notices of Judgment	10,000:	10485500:	Irregular	13224.21
Confidential Inform.	100:	200:	Semi-Annually	417.58
Field Program	3800:	14900:	Quarterly	480.45
Cereal & Forage Crop Investigations (Entomology)	100:	1200:	Monthly	48.00
Service Announcements	6000:	66000:	Monthly	689.46
Plant Quar. Decisions	3500 to 6000:	71000:	Irregular	124.39
Insecticide Board Dec.	12000:	288000:	Irregular	236.37
Biological Survey Reg.	5000:	20000:	Irregular	125.00

			100	

Of these mailing lists there is very little overlapping except in the case of the Food and Drugs Act and the Insecticide Act of 1910, and in this instance the overlapping is not of great moment.

For these reasons the committee believes that it is inexpedient to combine in one publication the formal decisions and informal decisions under the different regulatory laws of the Department, but it advises that where these laws are related there should be such cooperation as would lead to uniformity of decisions covering similar questions.

It is, therefore, recommended that separate publication be continued of the regulations, decisions, and more important interpretations under these laws. Such matter should, however, be published under a definite plan as to form and arrangement so that it can be easily brought together as a complete record for permanent filing and limited distribution.

Very respectfully,

Carl L. Alsberg

F. C. Blanchard

H. P. Barker

T. G. Palmer
for J. K. M.

J. K. Haywood

J. R. Mohler

Chairman.

I think something like that is very little overlapping

[illegible]

[illegible] Mr. Chairman the committee believes that it is im-

[illegible]

[illegible] Mr. Chairman, [illegible] were related this e-

[illegible] question.

[illegible] information, evaluation, more [illegible] in-

[illegible] complete record for [illegible]

[illegible]

[illegible]

Pure 2

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

L

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

File

October 31, 1913.

Dr. B. T. Galloway,

Assistant Secretary of Agriculture.

Dear Sir:

Replying to your memorandum of October 27, I wish to advise you that I shall be pleased to act as chairman of the committee apointed by you to consider the advisability of issuing a pamphlet similar to "Treasury Decisions" of the Treasury Department. Owing to the present absence of Dr. Haywood in Chicago, the first meeting has been set for Tuesday, November 4, and as soon as a definite conclusion has been reached you will be notified of our decision.

Very truly yours,

J. R. Mohler

Chief, Division of Pathology.

October 31, 1913.

Dear Sir:

Replying to your memorandum of October 27, I wish to advise you that I shall be pleased to act as chairman of the committee pointed by you to consider the advisability of issuing a pamphlet similar to "Treasury Decisions" of the Treasury Department. Owing to the present absence of Mr. Harwood in Chicago, the first meeting has been set for Tuesday, November 4, and as soon as a definite conclusion has been reached you will be notified of our decision.

Very truly yours,

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INFORMATION

December 12, 1913.

Memorandum for Dr. Galloway:

The matter of putting into effect the recommendations as reported November 12 by the committee to consider the issuance of a publication similar to "Treasury Decisions", has been carefully investigated.

There are two plans under which these recommendations can be carried out.

Plan 1.
Publication by Mimeograph.

If the practice of printing notices of judgment and quarantine and other orders is continued, it would be possible to issue in mimeographed form the decisions and other material establishing precedents, for limited circulation. The advantage of this plan would be that this material could be published on the mimeograph from funds other than the printing fund.

This plan, however, has the following distinct disadvantages:

(a) The mimeographed material would be on paper different in size from the printed material, and would be difficult to combine, for departmental and official use, into complete records of regulatory matters.

(b) In cases where large circulation of the matter is

required, the mimeographed sheet is an expensive and awkward form.

(c) It would continue the issuance of regulatory matter in a fragmentary form, and under a system highly confusing to the public.

Plan 2.

Printed Service and Regulatory Announcements.

The present plan of issuing notices of judgment, quarantine and other orders, decisions and material establishing precedents, is highly confusing to the public and does not permit of an orderly assembling of all regulatory matter in indexed volumes.

I therefore recommend that each of the Bureaus or Offices charged with regulatory functions, with the possible exception of the Forest Service, issue periodically a service and regulatory announcement in printed bulletin form and standard bulletin size. The title of these bulletins should be

"Bureau of.....

Service and Regulatory Announcements

No..... (Date)

Each Bureau should order only such an edition of its own publication as it deems necessary for free distribution. The Public Printer should be authorized to establish a subscription and single number price for these publications to supply any demand beyond that covered by free distribution.

The Division of Publications should retain from the

edition of each announcement as many copies as it considers necessary for binding and indexing in a single volume covering all regulatory action. The circulation of these bound volumes should be limited to federal officials.

In the case of notices of judgment, 1,000 single sheet copies should be printed for the convenience of the Solicitor and to supply requests on the Bureaus for any specific notice. The type used for these individual notices should then be used in the regular service announcements, and general publication of notices of judgment should be through the service announcements.

Matters affecting meat and meat food products, under the Food and Drugs Act, can be published separately, but if they were published as a part of or a supplement to the service announcements of the Bureau of Animal Industry, all regulatory matters affecting meat would be grouped under a single title.

As the Forest Service touches a field distinct from the other regulatory services, it is open to question whether the present form of the Use Book and Manuals should be published. Changes in the Manuals are recorded by pasting in amendments. These Forestry publications, however, are of bulletin size and could be incorporated in the bound volumes and indexed with the other service announcements.

The only change involved would be the addition of the words "and regulatory" to the title of the Bureau of Animal Industry service announcement, and the publication in this announcement of brief summaries of quarantine and other orders, and such rulings or announcements as merit circulation.

Material for these service announcements should be prepared and properly vised within the Bureaus or Offices, receive the approval of the Solicitor, and then be turned over to a special editor in the Division of Publications, charged with preventing duplication and conflict, for editing and publication.

The advantages of the printed form are as follows:

(a) The publication of all regulatory matters, including notices of judgment, in a single Bureau announcement, would do away with the present confusing system of issue and probably lead to savings in paper, printing and handling of the notices of judgment. The issuance of notices of judgment in single sheet form last year made necessary the handling, for the Bureau of Chemistry, of 10,485,500 single sheet copies, and for the Insecticide Board, 288,000 single sheet copies.

(b) The announcement form will keep all the Bureaus fully informed as to all regulatory action, will give the public a complete record of these actions, and finally make possible the issuance of volumes properly indexed giving complete regulatory information.

(c) The fixing of a subscription price would make it possible for the Department to restrict its free distribution without making these regulatory announcements wholly inaccessible to those not really entitled to have free copies.

Even if the publication of the announcements involved a slightly increased expenditure, their value in bringing order into the present chaotic system of single sheet

announcements would more than offset the added cost.

Mr. Arnold informs me that the list to which various notices of judgment and decisions are now being sent needs strict revision in the interest of economy. There are many names on this list to which from 10 to 250 copies of each notice of judgment or decision are sent. If this plan of service announcements is adopted, each Bureau should be requested to limit its list to those who are actually entitled to receive free copies, and send only a single copy to each individual. Those desiring a larger number should purchase them from the public printer. Mr. Arnold is also of the opinion that the present practice of binding and distributing 500 sets of the notices of judgment to persons outside of the Department should be discontinued.

I respectfully recommend that authority be granted to the several Bureaus to issue such service announcements. The plan has already been taken up with the various members of the Committee who, orally, have agreed that it is desirable.

Respectfully submitted,

Chief.

Mr. Graves,
Mr. W. A. Taylor,
Mr. Caffey,
Mr. Henshaw,
Mr. Marlatt.
Dr. Haywood.
Dr. Melvin

Enc also
Sect Report
Letter to Dr
Alsberg

December 22, 1913.

Some time ago Dr. Alsberg suggested that it might be desirable for the Department of Agriculture to issue a pamphlet, of the same general character as "Treasury Decisions" published by the Treasury Department, which would include informal decisions, extracts from correspondence, and other information of general interest under the laws of a regulatory nature administered by this Department. A committee, consisting of a representative from each of the bureaus and boards charged with the enforcement of regulatory acts was appointed to consider the advisability of such a publication. A copy of the report of this Committee is attached hereto. The matter was then referred to Mr. Wharton to formulate plans for putting into effect the recommendations of the committee. A copy of a memorandum from Mr. Wharton is also enclosed, together with the draft of a memorandum which it is proposed to issue on the subject. I shall be glad if you will examine this memorandum carefully and let me have your comments thereon not later than Wednesday, the 24th.

Very truly yours,

Assistant Secretary.

December 22, 1913.

MEMORANDUM FOR DR. ALSBERG.

Dear Dr. Alsberg:

Referring to your memorandum of October 21, 1913, a committee, consisting of a representative from each of the bureaus and boards charged with the enforcement of regulatory acts, was appointed to consider the advisability of issuing a pamphlet of the same general character as "Treasury Decisions" published by the Treasury Department, which would include informal decisions, extracts from correspondence, and other information of general interest under the laws af a regulatory nature administered by this Department. A copy of the report of this Committee is attached hereto. The matter was then referred to Mr. Wharton to formulate plans for putting into effect the recommendations of the committee. A copy of a memorandum from Mr. Wharton is also enclosed, together with the draft of a memorandum which it is proposed to issue on the subject. I shall be glad if you will examine this memorandum carefully and let me have your comments thereon not later than Wednesday, the 24th.

Very truly yours,

Assistant Secretary.

U.S. DEPT OF AGRICULTURE
FILED
NOV 3-1913

October 27, 1913.

MEMORANDUM FOR DR. J. R. MOHLER.

Dear Dr. Mohler:

It has been suggested that it might be desirable for the Department of Agriculture to issue a pamphlet, of the same general character as the "Treasury Decisions" published by the Treasury Department (copy attached), which would include informal decisions, extracts from correspondence, and other information of general interest under the laws of a regulatory nature administered by this Department, such as the food and drugs act, the meat inspection act, seed importation act, insecticide act, etc. I will be glad if you will act as Chairman of a committee, with the following members:

Mr. E. H. Clapp, of the Forest Service.
Prof. L. C. Corbett, Bureau of Plant Industry.
Mr. W. P. Jones, Office of the Solicitor.
Mr. T. S. Palmer, Biological Survey.
Mr. H. M. Loomis, Bureau of Chemistry.
Mr. C. L. Marlatt, Federal Horticultural Board.
Dr. J. K. Haywood, Insecticide and Fungicide Board.

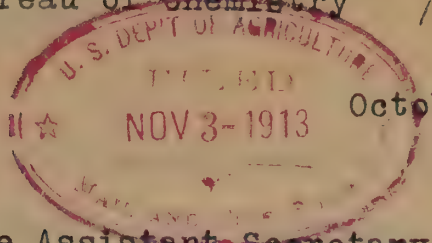
to consider the advisability of such a publication by this Department, and to report to me thereon. If the committee is agreed that a publication of this character is desirable, recommendations should also be made as to its scope, form of issue, and method of preparation and distribution, etc.

Acting Secretary.

Mr. E. N. Clapp, of the Forest Service.
Mr. C. S. Palmer, Biological Survey.
Mr. H. M. Loomis, Bureau of Chemistry.

COPY

Bureau of Chemistry



October 21, 1913.

Memorandum for the Assistant Secretary:

I would respectfully suggest that the Department of Agriculture issue a publication of the same general character as the "Treasury Decisions" of which I beg to submit a copy.

This proposed publication in my opinion should cover all regulatory matters handled by the Department, but I will confine myself to a discussion of the advantages of such a publication to the Bureau of Chemistry.

The Board of Food and Drug Inspection is compelled to write a great many letters to manufacturers and others for their guidance. This causes a great deal of correspondence and sometimes works injustice.

It causes a great deal of work, necessary and unnecessary, because other manufacturers sooner or later hear of the correspondence and write to learn the facts even when these do not affect them. The same letter, or variants, must be sent out scores of times. At present the great amount of labor involved can only be avoided by the issuance of a food inspection decision. Such a decision is looked

upon by the public as law and must be passed upon by the Solicitor and approved by the Secretary. Hence it must be given much serious consideration and usually hangs fire many days before it is promulgated. In the meanwhile the correspondence which might be handled by merely mailing the printed decision keeps pouring in and continues to take up the time of the Board. Furthermore, most of the matters handled by the Board are too unimportant to warrant issuing a food inspection decision approved by the Secretary. Good examples are proposed decisions on the labelling of limed ginger and on the composition of blackberry cordial.

The present system often works injustice because a manufacturer may reap a temporary advantage from information contained in a letter from the Board. Unless a food inspection decision be issued at once embodying all the information contained in the letter it may be many months before the information becomes common knowledge. This has, in the past, subjected the Department to just criticism. A good example is the condensed milk situation. Some time ago the Department issued a food inspection decision stating its

views on the composition of condensed milk. Shortly thereafter a manufacturer wrote to ask whether a statement of the percentages of solids and of butter fat upon the label was a proper branding even though the concentration of the milk was less than that required by the Department's food inspection decision. He was told that such a label was legal. The result was to give him an enormous advantage over his competitors, many of whom have only recently learned that such a letter was written.

If the Department had an informal periodical under some such title as "Extracts from the correspondence of the U. S. Department of Agriculture" for the publication of letters and of orders to branch laboratories and inspectors creating new precedents, the administration of the Food and Drugs Act would be enormously facilitated. I feel confident that this would also apply to the Insecticide and Fungicide Act, and probably to other regulatory matters.

Food Inspection decisions might then be reserved for really important matters. All others might be handled in the informal fashion outlined above. This has the great advantage of flexibility. A food inspection decision is

not easily repealed because of the natural aversion to reversing oneself. There would be no such hesitation in reversing or modifying a mere precedent and it would not attract the same degree of attention or unfavorable comment. In short, such a publication would help much to make the administration of the Food and Drugs Act less sensational.

If the proposed publication is to cover all of the regulatory activities of the Department I would suggest that it be issued under the general supervision of the Solicitor. It might then help in coordinating the regulatory work of the various bureaus and in some measure prevent conflicting action, which at present is not rare because one organization is usually ignorant of the views of all the others.

Respectfully,

Carl L. Alsberg

Chief.

Enclosure:
Attached pamphlet.

jc